



John R. Kasich, Governor  
Thomas P. Charles, Director  
Mike Rankin  
Registrar

- Administration
- Bureau of Motor Vehicles
- Emergency Management Agency
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Bureau of Motor Vehicles  
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P.O. Box 16520  
Columbus, Ohio 43216-6520  
(614) 752-7600  
www.bmv.ohio.gov

**\*\*\*IMPORTANT NOTICE\*\*\*IMPORTANT NOTICE\*\*\*IMPORTANT NOTICE\*\*\***

**UNCLAIMED MOTOR VEHICLE AFFIDAVIT REVISIONS  
TO GO INTO EFFECT  
August 1, 2012**

As of August 1, 2012, the BMV Form 4202 Unclaimed Motor Vehicle Affidavit will be revised to reflect the following changes:

- There will be two (2) Unclaimed Motor Vehicle Affidavits used for repair and storage facilities, (this also includes towing facilities who are storing vehicles from posted parking under O.R.C. 4513.60 (B)(2)); form BMV 4202 will be used to submit the affidavit to the Ohio BMV (mail-in submissions), and form BMV 3702 will be the processed form that the BMV completes and returns to the applicant.
- BMV 3702 Unclaimed Motor Vehicle Affidavit is the form that will go to the county title office that the business is located in, along with the signed certified mailing receipt(s)(green card). Contact your county title office in which your business is located for any required documentation clarification such as an *unopened* non-deliverable certified letter(s), and any evidence showing the business has legal possession of the vehicle,.
- The forms BMV 3702/4202 are to be used only by Ohio repair garages and storage facilities which have an unclaimed vehicle under contract worth *less than \$2,500* at the time it was left abandoned. Any vehicle valued at *\$2,500 or more* at the time the vehicle was abandoned cannot be filed using the BMV Forms 3702 or 4202 (R.C. 4505.101). These forms are to be used for Ohio title issuance only.
- The value of a vehicle will be determined by using the NADA low (wholesale value), regardless of condition *when the vehicle was left abandoned* by its owner.
- *Estimated costs of repairs* to restore vehicle to wholesale value will no longer appear on the form.
- The *Account Code Number* will be removed from the affidavit and each mailed in affidavit must be accompanied by a record request form (BMV 1173) and must be paid for by check or money order. The BMV will no longer use prepaid title and registration accounts for mailed in affidavits. Those accounts will continue to be used in the Prepaid Section of the BMV and may be accessed by phone (614-752-7598) or by fax (614-752-7001) to obtain registration or title information as needed by your business for reasons other than filing for unclaimed motor vehicle affidavits. This may include obtaining owner and lienholder information for vehicles that do not qualify for the Unclaimed Motor Vehicle Affidavit. If you would like to set up one of these accounts, contact the Fiscal Section of the BMV at 614-752-6674.
- If the unclaimed motor vehicle affidavit submitted cannot be processed, and the 1173 record request is in compliance under the R.C. 4501.27, the record request form will be processed and returned in order to assist in notifying the owner and lienholder to settle any outstanding debts.
- For any vehicles valued at \$2,500 or more, please consider working with the vehicle owner to obtain payment or a properly assigned title. If this is not possible, legal assistance may be needed.
- For all law enforced tows: after 10 days of storage, contact the law enforcement agency who ordered the tow and notify them that the vehicle has not been recovered. They should then proceed to file a police affidavit. If the

**Mission Statement**  
*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."*

Ohio Department of Public Safety  
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State Highway Patrol ordered the tow, please contact a local sheriff or chief of police and provide them with the inventory report from the State Highway Patrol so they shall assist in filing a police affidavit form.

- BMV Form 4204 Unclaimed and Abandoned Junk Motor Vehicle Affidavit will revert back to BMV Form 3701. (Police Affidavits)

All submissions postmarked after July 31<sup>st</sup> will be required to follow the above guidelines.

As an administrative agency, the Bureau of Motor Vehicles is guided by the Ohio Revised Code. Therefore, we must follow the law within that code. Changes to the code require legislative action. Please contact your local state representative to seek further action relevant to these laws. You may visit the following website for assistance, <http://www.house.state.oh.us/>.

The Ohio Revised Code Section 4505.101 (A) states:

*The owner of any repair garage or place of storage in which a motor vehicle with a value of less than two thousand five hundred dollars has been left unclaimed for fifteen days or more following completion of the requested repair or the agreed term of storage may send by certified mail, return receipt requested, to the last known address of the owner a notice to remove the motor vehicle. If the motor vehicle remains unclaimed by the owner for fifteen days after the mailing of the notice, and the person on whose property the vehicle has been abandoned has received the signed receipt from the certified mail or has been notified that the delivery was not possible, the person shall obtain a certificate of title to the motor vehicle in the person's name in the manner provided in this section.*

*The owner of the repair garage or place of storage that mailed the notice shall execute an affidavit that all of the requirements of this section necessary to authorize the issuance of a certificate of title for the motor vehicle have been met. The affidavit shall set forth the value of the motor vehicle when unclaimed as determined in accordance with standards fixed by the registrar of motor vehicles; the length of time that the motor vehicle has remained unclaimed; the expenses incurred with the motor vehicle; that a notice to remove the vehicle has been mailed to the titled owner, if known, by certified mail, return receipt requested; and that a search of the records of the bureau of motor vehicles has been made for outstanding liens on the motor vehicle.*

*No affidavit shall be executed or filed under this section until after a search of the records of the bureau of motor vehicles has been made. If the research reveals any outstanding lien on the motor vehicle, the owner of the repair garage or place of storage of the motor vehicle shall notify the mortgagee or lienholder by certified mail, return receipt requested, stating where the motor vehicle is located and the value of the vehicle. Unless the mortgagee or lienholder claims the motor vehicle within fifteen days from the mailing of the notice, the mortgagee's mortgage or the lienholder's lien shall be invalid.*

*Upon presentation by the owner of the repair garage or place of storage of the affidavit, showing compliance with all requirements of this section to the clerk of courts of the county in which the repair garage or place of storage is located, the clerk of courts shall issue a certificate of title, free and clear of all liens and encumbrances, to the owner of the place of storage.*

*The value of the motor vehicle, as determined in accordance with standards fixed by the registrar of motor vehicles, less expenses incurred by the owner of such repair garage or place of storage, shall be paid to the clerk of courts for deposit into the county general fund upon receipt of the certificate of title.*

*(B) Whoever violates this section shall be fined not more than two hundred dollars, imprisoned not more than ninety days, or both.*

Effective Date: 01-01-2004

Hello,

For the Unclaimed Affidavit form, go to: <http://www.bmv.ohio.gov> , click on BMV Forms. You will find **BMV Form 4202** under the "Miscellaneous" section.

We are now requiring all custodians to submit a **BMV 1173 Form for a record request** with each and every BMV 4202 Unclaimed Motor Vehicle Affidavit Form. This form will be available online as a continuation of BMV 4202 after August 1, 2012. It can also be found under the miscellaneous section of the BMV Forms at the above mentioned link.

Information regarding the 1173 form (In conjunction with the 4202 form):

- Check "other" because you are a company
- Check the "Copy of Title Record" because you want owner and lienholder information
- Complete part A: your name, sign and date and include your company info
- Complete what you can on part B regarding the owner of the vehicle
- Complete section C (you are validating why you need the information) and sign and date

Send the completed forms with a fee of **\$5.00 per vehicle** (not form) to:

Ohio BMV/Unclaimed Affidavits  
PO Box 16520  
Columbus, OH 43216-6520

**Important Reminders for the 4202 Unclaimed Vehicle Affidavit:**

- Please make sure your form is completely filled out.
- We must have your vendor license number. We do verify this with the Ohio Department of Taxation. Your vendor license must be valid through the duration of time you are showing the vehicle received through the application date.
- There is a box asking if the tow is by posted parking; "yes" or "no" must be checked or it will be returned (if the vehicle was brought to you for repairs or storage – check "NO").
- Please write legibly.
- If the vehicle is an older model or a motorcycle, trailer, heavy duty truck, an atv etc., send in a pencil tracing or picture of the vin# to avoid us having to return it for that reason.
- **You cannot use this form for police ordered tows or dealer trades. If you are not a licensed repair or storage facility, you cannot use this form. If we suspect that one of these may be the case, your paperwork may be forwarded to our investigations unit.**

We certainly appreciate your attention to these matters as it will speed up the processing time and cut back on resubmissions.

If you have any questions, feel free to call us at 614-728-0649.

Thank you.  
The Ohio BMV Title Services  
(614)728-0649



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES

**OBMV RECORD REQUEST**  
(Ohio Revised Code [O.R.C.] 4501.15, 4501.27, AND 4507.53)

This agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under O.R.C. 4501.27. Disclosure of this information is **REQUIRED**. **FAILURE** to provide any information will result in this form not being processed.

▶ This request is being made by (check one):

- An individual inquiring regarding himself or herself: (Complete Part A) If inquiring in person for information on yourself, you must provide personal information regarding yourself, or prove your identity by presenting your driver license or identification card.
- An individual inquiring regarding another person: (Complete Parts A and B) If inquiring regarding another individual, you must attach a notarized BMV Form 5008 giving the written consent of the person. All mail requests without the BMV Form 5008 attached will be returned to the requester.
- Other: (Check applicable reason for request on Part C, and complete Parts A and B)

▶ I am requesting the following personal information contained in the Bureau of Motor Vehicles records:

<input type="checkbox"/> Driving Record [302] (\$5.00)	<input type="checkbox"/> Copy of Title Record (\$5.00)
<input type="checkbox"/> Vehicle Registration Record [303] (\$5.00)	
<input type="checkbox"/> Last Known Address [405] (\$5.00)	
<input type="checkbox"/> Copy of Driver License Application [405A] (\$5.00)	

NOTE: SIGNATURE REQUIRED			
YOUR NAME (REQUESTER)	DATE OF BIRTH	SIGNATURE X	DATE
CURRENT STREET ADDRESS	CITY	STATE	ZIP
COMPANY (IF APPLICABLE)	BMV ACCOUNT # (IF APPLICABLE)		
SOCIAL SECURITY #	DRIVER LICENSE #	LICENSE PLATE #	
VEHICLE IDENTIFICATION #	TITLE #	TELEPHONE #/FAX #	

PERSON'S INFORMATION			
PERSON'S NAME			DATE OF BIRTH
STREET ADDRESS	CITY	STATE	ZIP
SOCIAL SECURITY #	DRIVER LICENSE #	LICENSE PLATE #	
VEHICLE IDENTIFICATION #	TITLE #		

If requesting information on more than 1 person or vehicle, attach additional sheet(s).

Additional sheet(s) attached

Make check or money order payable to Ohio Treasurer Josh Mandel. If mailing, return to: Ohio Bureau of Motor Vehicles, Attn: Records Request, P.O. Box 16520, Columbus, Ohio 43216-6520. Results will be mailed to requester.

**NOTE: An additional \$3.50 fee will be charged when submitting this form in person to the Customer Service Center located at 1970 W. Broad St., Columbus, OH 43223.**

**Part C: I (requester) qualify as checked below, and I am requesting:**

1. As an Individual. (Complete Part A, front)
2.  A record for use in the normal course of business by me as a legitimate business or an agent, employee, or contractor of a legitimate business, for one of the two following purposes: (a) to verify the accuracy of personal information submitted to the business, agent, employee, or contractor by an individual; (b) in case personal information submitted to the business, agent, employee, or contractor by an individual is incorrect or no longer is correct, to obtain the correct information, for the sole purpose of preventing fraud, by pursuing legal remedies against, or recovering on a debt or security interest against, the individual.  
 My tax identification number is: \_\_\_\_\_  
 My vendor number is: \_\_\_\_\_  
 My professional license number is: \_\_\_\_\_  
 Licensed by (agency): \_\_\_\_\_
3. With written consent. (Complete Parts A and B, front).
4.  Records for bulk distribution for surveys, marketing, or solicitations, where the information will be used, rented, or sold solely for bulk distribution for surveys, marketing, or solicitations;
5.  A record for the use of a government agency, including, but not limited to, a court or law enforcement agency, in carrying out its functions, or for the use of a private person or entity acting on behalf of an agency of this state, another state, the United States, or a political subdivision of this state or another state in carrying out its functions (a law enforcement agency does not need to fill out this form);
6.  A record for use in connection with matters regarding motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts, and dealers; motor vehicle market research activities, including, but not limited to, survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers;
7.  A record for use in connection with a civil, criminal, administrative, or arbitral proceeding in a court or agency of this state, another state, the United States, or a political subdivision of this state or before a self-regulatory body, including, but not limited to, use in connection with the service of process, investigation in anticipation of litigation, or the execution or enforcement of a judgment or order (a subpoena or other court order may be used instead of this form). Please provide the court and case number, or if the case has not yet been filed, the court you anticipate to file in \_\_\_\_\_;
8.  A record pursuant to an order of a court of this state, another state, the United States, or a political subdivision of this state or another state (a subpoena or other court order may be used instead of this form). Please attach a certified copy of the court order;
9.  Records for use in research activities or in producing statistical reports, where the personal information will not be published, redisclosed, or used to contact an individual;
10.  Records for use by an insurer, insurance support organization, or self-insured entity, or by an agent, employee, or contractor of that type of entity, in connection with a claims investigation activity, anti-fraud activity, rating, or underwriting. Please provide your Tax Identification, Vendor, or Professional license number along with the name of the licensing agency: \_\_\_\_\_;
11.  A record for use in providing notice to the owner of a towed, impounded, immobilized, or forfeited vehicle. Please provide your Tax Identification, Vendor, or Professional license number along with the name of the licensing agency: \_\_\_\_\_;
12.  A record for use by a licensed private investigative agency or licensed security service for any purpose permitted under numbers 1 through 16 of this form; my agency license number is: \_\_\_\_\_;
13.  A record for use by an employer or by the agent or insurer of an employer to obtain or verify information relating to the holder of a commercial driver license or permit that is required under the "Commercial Motor Vehicle Safety Act of 1986", 100 Stat. 3207-170, 49 U.S.C. 2701, et seq., as now or hereafter amended. Please provide your Tax Identification, Vendor, or Professional license number along with the name of the licensing agency: \_\_\_\_\_;
14.  A record for use in connection with the operation of a private toll transportation facility;
15.  A record for any other use specifically authorized by law that is related to the operation of a motor vehicle or to public safety. Please provide a copy of the relevant statute.
16.  A record in order to carry out the purposes of either the "Automobile Information Disclosure Act", 72 Stat. 325, 15 U.S.C. 1231-1233, the "Motor Vehicle Information and Cost Saving Act", 86 Stat. 947, 15 U.S.C. 1901, et seq., the "National Traffic and Motor Vehicle Safety Act of 1986" 80 Stat. 718, 15 U.S.C. 1381, et seq., the "Anti-Car Theft Act of 1992", 106 Stat 3384, 15 U.S.C. 2021, et seq., or the "Clean Air Act", 69 Stat. 322, 42 U.S.C. 7401, et seq., all as now or hereafter amended, for use in connection with one or more of the following matters: (a) motor vehicle or driver safety and theft; (b) motor vehicle emissions; (c) motor vehicle product alterations, recalls, or advisories; (d) performance monitoring of motor vehicles and dealers by motor vehicle manufacturers; (e) removal of non-owner records from the original owner records of motor vehicle manufacturers.

I understand that if I receive personal information under numbers 2, 3, or 5-16 of this form, I may resell or disclose the personal information only for uses permitted under numbers 2, 3, or 5-16. I understand that if I receive personal information under number 2-16 of this form, and I resell or redisclose any personal information, I must keep for a period of five years a record that identifies each person or entity that receives any of the personal information and the permitted purpose for which the information is to be used, and I must make all such records available to the Registrar of Motor Vehicles upon request.

I hereby certify that all of the information contained on this form is true and accurate to the best of my knowledge and belief. I understand that providing false information may constitute a criminal offense of falsification with a maximum penalty of 6 months in jail and a \$1000 fine.

SIGNATURE X	DATE
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