Bonus Features

Congratulations on your 60-day Roadside Assistance membership

When out on the road, you will know that you are covered and protected by an organization that cares about the safety of you and your family. Our customer service representatives respond quickly to provide you the best service and protection available anywhere.

24-Hour Emergency Roadside Assistance Benefits
Customers are covered for emergency road service throughout the U.S. and Canada.

24-Hour Towing Service
Customers are entitled to emergency towing service at no out-of-pocket cost for any tow up to 75 dollars. One service per seven days, two services per contract. Extended distance will be an additional expense covered by the customer.

24-Hour Mechanical First Aid
Customers are entitled to any service requiring minor adjustments (exclusive of parts) to enable a disabled vehicle to proceed under its own power, where available.

24-Hour Tire Change Service
Customers may have their tire changed with their inflated and functional spare tire.
24-Hour Emergency Delivery
A service truck will deliver emergency supplies of gasoline, water, oil or other necessary supplies. Customers pay only for the cost of the supplies.

24-Hour Emergency Battery Service
Customers are covered for battery boosts and minor adjustments to alternators, starters, etc. while on the road.

24-Hour Lost Key Service
If keys are locked inside a customer’s vehicle, the customer will be assisted in gaining entry to the vehicle's passenger compartment only. Locksmith services may be dispatched as needed at the customer’s expense for labor and key making.

Rental Car Discounts
Customers are entitled to take advantage of our rental car discount codes and pre-negotiated group rates, which are honored at thousands of locations throughout the U.S. and abroad.

Map Routing Service
We will, at no charge, provide customers with a four-color mapping and travel route information to destinations they specify.

Theft And Hit & Run Protection
A $500 reward is offered for information leading to the arrest and conviction of anyone responsible for Hit & Run damages or stealing customers’ vehicles. Whenever you travel, you will like the secure and confident feeling of knowing that you are protected by NSD’s Roadside Assistance. Fast response and excellent service are just two reasons why millions of motorists rely on NSD's Roadside Assistance for on-the-road protection.
Keeping You Safe Mile After Mile

Once your purchase is processed, you will receive an email with the information you will need to start your 60-day Roadside Assistance membership.

Congratulations!
Redeem Your $25 Gas Card Online

Follow the link in your confirmation email to start redeeming your $25 Gas Coupon.

*PLEASE SAVE ALL THE INFORMATION FOR YOUR RECORDS. You will use your log in information throughout the course of your complimentary gas membership.
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Registration</td>
<td>6</td>
</tr>
<tr>
<td>Registration Insurance Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Registering Your Vehicle in Ohio</td>
<td>9</td>
</tr>
<tr>
<td>Renewing Your Vehicle Registration</td>
<td>12</td>
</tr>
<tr>
<td>Replacing Your Vehicle Registration</td>
<td>15</td>
</tr>
<tr>
<td>Updating Your Vehicle Registration</td>
<td>17</td>
</tr>
<tr>
<td>License Plates</td>
<td>19</td>
</tr>
<tr>
<td>Vehicle Safety Tips</td>
<td>21</td>
</tr>
<tr>
<td>DMV Hours and Locations</td>
<td>25</td>
</tr>
</tbody>
</table>
Whenever you purchase a car, whether it is new or used, it must be registered to be legally driven in your state of residence. Additionally, when you change your residential address to another state, you have to follow the procedure to transfer your registration.

The entire process looks very complicated, but it doesn't have to be. Our guide will provide you step-by-step information on how you can register your vehicle. Learn how you can also transfer your out-of-state registration and renew proper credentials at the appropriate time. Additionally, we will make sure you have all the necessary documents and forms on your person, so you do not experience any delay to your car registration process. Sit back and relax while we guide you towards getting your vehicle registration in no time.
Registration Insurance

Requirements

When you go to register your vehicle, you will be required to obtain insurance before you can continue with the process at the Ohio Bureau of Motor Vehicles.

This is a necessary requirement to help reduce the number of uninsured drivers on the road which can often result in high costs if you are involved in any vehicle accident. If you are looking forward to applying for your vehicle registration, it will be mandatory that you obtain liability insurance for your automobile before you can register and legally drive your car without any penalties.
Liability insurance is designed to help you pay for any and all damages or injuries you caused to someone due to a car accident. The coverage plan must be acquired in OH from a licensed insurance company. In Ohio, you must comply with at least the following liability coverage minimums:

- For property injuries - $25,000.
- For injuries or death per individual - $25,000.
- For injuries or death of two or more persons - $50,000.

It is important to always carry proof of insurance when driving, in case an officer or any other authority requests it. The documents must be legible and show that the car is properly covered. To provide proof of insurance you may use:

- Your insurance ID card.
- A liability insurance certificate.
- Your Ohio insurance policy.

Tip
Your vehicle registration may get suspended if you cannot prove your car is insured. Remember to carry these documents with you while driving.

One of the most important parts of the vehicle registration process in Ohio is taking a look at the requirements you need to meet as well as the steps you must follow depending on the type of car you own. Whether you are submitting a request for a new, used, out-of-state, military, or special type of vehicle, you should review the specific instructions to correctly register your car so you can make sure the process as easy and quick as possible.

Simply read the outlined steps below to better understand what exactly you need to do to legally drive your vehicle in Ohio and begin driving as soon as possible!

REGISTER A NEW VEHICLE
Usually, if you purchased a brand-new car at a dealership, they take care of the registration process. Nevertheless, in case your dealership didn’t or if you bought it using a different method, you will have to register it yourself.
Registering Your Vehicle in Ohio

Documents
It is necessary to present original documents when you go to register your vehicle. These documents include:

- Notarized certificate or memorandum of title showing you are the vehicle’s owner.
- The title must contain the Clerk of Court’s seal.

When you have one of the documents mentioned above, you can go to the Deputy registrar’s office and present proof of identity such as your driver’s license, ID card, proof of SSN, power of attorney (if applicable).

In case the vehicle is leased, you have to present the Registration Information and Authorization to Register form and make sure your vehicle passes the emissions inspection which is requested on the following counties:

- Summit.
- Lorain.
- Cuyahoga.
- Portage.
- Lake.
- Medina.
- Geauga.
- Cuyahoga.

Lastly, you will pay the registration fee to complete the registration procedure and the amount may vary depending on the type of car you have.
REGISTER A USED VEHICLE

If you purchased a used car from an individual or private party, you will have to register it within 30 days of the acquisition.

Documents

It’s essential to take original documents when you register your car at the Deputy Registrar’s office in Ohio. You must present:

- A notarized certificate or memorandum of title showing you are the vehicle's owner. The title must contain the Clerk of Court’s seal.

When you have one of the documents mentioned above, you can go to the Deputy registrar’s office and present proof of identity such as your driver’s license, ID card, proof of SSN, power of attorney (if applicable). In case the vehicle is leased, you have to present the Registration Information and Authorization to Register form and make sure your vehicle passes the emissions inspection which is requested on the following counties:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cuyahoga.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lastly, you will pay the registration fee to complete the registration procedure and the amount may vary depending on the type of car you have.
REGISTER AN OUT-OF-STATE VEHICLE

You need to go to the Deputy registrar’s office and have your VIN number, vehicle emissions inspection done (if applicable). Once you’re ready, you can follow this procedure:

1. Present a notarized certificate or memorandum of title showing you are the vehicle’s owner. The title must contain the Clerk of Court’s seal.

2. Go to the Deputy registrar’s office and present proof of identity such as your driver’s license, ID card, proof of SSN, power of attorney (if applicable). In case the vehicle is leased, present the Registration Information and Authorization to Register form.

The fees will vary depending on the type of car you own, check the charges here.

REGISTRATION FOR MILITARY MEMBERS

Registering a car in Ohio will be a little different if you are a military member. If your car was already registered before you went to serve in the military, you can keep your registration as it is until you return. It is also required that you keep Ohio insurance in your car. There are three different situations for military members in or from Ohio.

1. Residents will have to follow the same procedure as a regular resident.

2. Non-residents stationed in Ohio are not asked to register their vehicles, but they must have a valid registration with the Department of Motor Vehicles at their hometown.

Residents who are stationed out of Ohio would have to register their vehicle by mail. It is recommended to confirm whether you can submit your request using this or another method. If you can continue with this option:

1. Download an Application for Out-of-State Registration by mail form.

2. Complete a Registration Information and Authorization to Register form.

3. Include the original Ohio title, and inspection documents such as VIN number and emissions inspection results (if applicable).

4. Send proof of insurance.

5. To conclude your registration, mail your payment and the documents to the address specified on the application form.
Renewing Your Vehicle Registration

Is it time to renew your vehicle registration?

This can be resolved by simply making sure to renew your vehicle's registration before the expiration date. This is important because you are not legally permitted to drive your vehicle if your registration is expired, and fines for doing so can be quite expensive.
In case you cannot go to the OH BMV or you are outside the state, you can use this method to renew your car registration.

Documents
First, you need to download the Application for Out-of-State form and complete it. If your automobile is leased, you need to fill out the Registration and Authorization to Register form. Then, if your car is required to go through emissions inspection, send the certificate as proof the car passed the examinations. Lastly, prepare all your documents and send proof of Ohio insurance (if applicable) and a check or money order payable to the “Ohio State Treasurer.” You will find the address on the form you downloaded.

Important dates or timeframes
You can renew your registration up to 90 days before the expiration date.

There are four available options to renew your car registration:

BY MAIL
In case you cannot go to the OH BMV or you are outside the state, you can use this method to renew your car registration.

ONLINE
You are eligible to renew online if:

- Your car is registered with the OH BMV office.
- All the documents are correct, and you do not need additional ones.
- The expiration date is no more than 90 days or six months.
- The vehicle is yours.
- You have your license plate number.
- You hold a valid SSN.
- You have a valid credit/debit card or checking account.
- Your vehicle passed the emissions inspections (if applicable).

If you qualify to renew online, click here, read the terms and conditions and click on “Continue.” The next step is to place your plate number without spaces and the last four digits of your SSN. Follow the prompts and complete your request by paying the fees.
BY PHONE
Using the Ohio Bureau of Motor Vehicles automated system is simple and easy. Just call 614-752-7800. You will be asked to submit your SSN or license plate number. The system will guide you step-by-step so you can complete your request and at the end, you will have to place your credit/debit card number or checking account to pay the fees. The whole process is a little slower since the new car registration will arrive by mail approximately 15 business days after you submit your request.

IN PERSON
Look for the closest Ohio Deputy Registrar’s office and take the following documents:

Documents

- A signed and dated renewal notice (if you have it). If you do not have your renewal notification, you still need to renew.
- Proof of emissions inspection passed (if required).
- Ohio proof of insurance.
- A completed Registration Information and Authorization to Register form in case your vehicle is leased.
- Payment for the fees and additional ones you may have to pay.

Fees
If you need more detailed information about renewal charges and additional fees you may pay, click here and review the payment depending on the type of vehicle you have.
Replacing Your Vehicle Registration

Has something happened to your vehicle registration? Well, it doesn’t matter if your vehicle registration was recently lost, stolen, or even damaged, the Ohio Bureau of Motor Vehicles will help you in obtaining a new vehicle registration as soon as possible. You may request a replacement in person at the OH BMV.

There are three options to obtain a duplicate car registration. For any of them, make sure your address is properly written so you can receive your documents to the correct location.
BY MAIL
If you cannot go to the OH BMV or you’re currently out of state, you can download and complete the Duplicate Registration form and enclose a check or money order to:

Ohio Bureau of Motor Vehicles
Attention: Special Plates Unit
P.O. Box 16521 Columbus, Ohio 43216-6521

IN PERSON
You can look for the closest Deputy Registrar’s office and take with you:

Documents

- Proof of identity such as your ID card, driver’s license or other type of accepted documents.
- The power of attorney in case your car is leased.
- Payment for the fees.

ONLINE
You qualify to replace online if:

- Your registration is not expired or has expired within the past 10 days.
- You have a credit/debit card.
- You know your license plate number

If you are eligible, you can click here and agree with the terms and conditions to continue with your request. You will have to enter the last four digits of your SSN and select the type of replacement you are looking for. The prompts will guide you through the sections to complete your online duplicate application. At the end, you will pay the fees and receive a notification stating the day you will receive your car registration.
Changing your name is not only the result of a big change in your life, but it will also greatly affect your vital documents and general information regarding your identity.

If you have officially changed your name, then you will be required to update it on all of your identification documents and cards, including your car registration. Doing this is very simple, but you need to contact the Social Security Administration first, so the Ohio Bureau of Motor Vehicles can verify the modification.
CHANGING YOUR NAME
Contact your SSA agency and take with you proof of your identity, name change, and U.S citizenship. Check a complete list of accepted documents here. Make sure you are carrying only original documents since the SSA will not receive any copies of your documentation. Download and fill out an Application for a Social Security Card and take it with you when you go request your name change.

The application should be submitted by mail or personally at the SSA office and the total amount of days for you to receive your Social Security card is 10 business days. When you get your new SS card, you can contact the OH BMV office, and take with you proof of identity, name change and U.S citizenship plus the vehicle certification. The fee to change your name is $4.50.

CHANGING YOUR ADDRESS
In the case that you may have recently moved to a new address, it is essential that you update the address on your car registration as well. All you must do is stick to the process and once you have completed every step properly, your car registration will be updated.

There are four methods you can choose from to change your address.

In Person
If you visit the closest Deputy Registrar's office, you can request for a duplicate, pay $4.50 and receive an updated document right away.

Online
You can access this website. Agree with the terms and conditions and follow the prompts so you can pay the fees and update your car registration address. Keep your car driver's license or ID card number with you.

By Mail
If you cannot go to the OH BMV or you're currently out of state, you can download and complete the Address Change form and email it to:

Ohio Bureau of Motor Vehicles
ATTN: License Verification Unit
P.O. Box 16784 Columbus, OH 43216

By Phone
You can call 800-589-8247 and keep your license plate number close because you will be requested to provide it during the process to modify your address.
License Plates

When you register your vehicle, the OH BMV assigns a license plate number to you. Whenever you renew your registration, your license plates are also renewed. The BMV will give you a decal that you must attach to the license plate. The decal has the expiration date of your registration and must be up to date at all times.

Besides the regular Ohio license plates, there are also specialty plates which are made around a specific theme or cause, such as professional associations, sports, universities and environmental themes. They may be purchased at an additional cost which helps fund the particular cause. Obtain your regular and specialty license plates at any of the Ohio Bureau of Motor Vehicle offices across the state.
REPLACING YOUR LICENSE PLATES
Your license plate is what identifies your vehicle to the authorities and is used to keep track of your driving behavior. This is why it must always be in good conditions and completely legible. If your license plate gets lost, stolen or defaced, you may request a new one at an OH BMV office. In case your plates were stolen, you need to report it to the local authorities for them to file the incident.

If you prefer, you can purchase the license plates replacement at a local deputy registrar's office or by accessing the Ohio BMV license plate portal.

GETTING CUSTOM PLATES
Vanity plates are used for different vehicle types like commercial, motorcycle, livery, private passenger, antiques and camper vehicles. These original plate designs must be previously approved. Therefore, you can check if the type you want to have on your vehicle is obtainable.

Click here to check the availability. When you access the website and select the type of vehicle you have, click on “continue.” You will be able to get creative and make your own plate design. Some plates are not available for everyone who requests it. However, you can always verify if you can apply for it. Personalized plates must have no less than four and no more than seven letters or a combination of those. There is a $50 annual fee for personalized license plates. The charge is used to give exclusivity to the person who owns the plates. You have three options to order your custom license plates:

By Mail
You need to download this License Plates form and fill it out with your information. You will find all the details you need to know about requesting custom plates. When you are done, send the request with the specified requirements to the available address on the form.

Online
As mentioned, the Ohio BMV license plate portal has the option for you to personalize and create your own plates.

By Phone
Simply call 800-589-8247 and request your personalized license plates. Have your vehicle and credit card information so you can submit your order.

SURRENDERING OHIO LICENSE PLATES
If you are going to live out of Ohio, you are not required to surrender your license plates to the OH Bureau of Motor Vehicles because those plates are yours. However, if you come from another state and are planning to establish your residency in OH, you would have to check with your current state authorities if it is necessary to surrender your plates or not. There is no need to return the license plates unless you got a suspension or any other penalty that requires you to surrender the plates.
The most important thing before you begin driving any vehicle is that both you and the vehicle are well prepared for any trip you make. This means checking and making any changes to your vehicle or your behavior to make sure that you are able to drive safely at all times.

Emergency Kit
One of the essentials to safe driving is having a basic emergency kit available in your vehicle at all times. This kit should include basic items such as water, extra batteries, rope, First Aid kit, matches, a whistle, etc. During winter months, it is also important to carry items such as blankets, non-perishable foods, extra gloves and socks, and a shovel.

Winter Driving
One of the most dangerous times to drive is during the winter, especially if you live in an area that snows. Therefore, it is best to consider these tips to drive safely during the winter.
Don’t Rush!
Rocks are often covered in snow and ice after it snows, so instead of driving fast and risking an accident in your rush to get to your destination try leaving a few minutes earlier than usual. This will allow you to drive slower and help to avoid rushing other drivers by not tailgating them if they are going slower.

Don’t Panic if You Skid or Slip
In the case that your vehicle does ski or slip while driving make sure you do not panic and slam down on your brakes. Instead, all you need to do is apply slow and even pressure on your brakes until you stop. This will prevent you from spinning further out of control.

Check Your Vehicle
Before you even leave your house, make sure your vehicle’s controls, brakes, tank, tires, antifreeze, exhaust, etc. are all working properly. It is also important that you remove all ice and snow from your car before you begin driving; this prevents the snow from blocking your view while you drive.
**Drinking And Driving**

Every year thousands are killed because of drinking and driving. This is something that is very easily prevented, it only requires that you plan ahead of time by taking these steps.

Even before you begin drinking, you should arrange for someone else to be the designated driver. In the case that they also become intoxicated, it is important that you arrange to take a taxi. Never allow someone drunk to drive, instead take away his or her keys and call for alternative transportation.

If you see someone who you suspect is drunk, and they exhibit signs of intoxication while driving such as making wide turns, weaving, swerving, braking erratically, turning abruptly, etc. call 911 and contact authorities immediately. Also, make sure to avoid them on the road to ensure your own safety.

**Using Your Phone**

Driving while using your cellphone is one of the most dangerous things you can do because during those few seconds your attention is diverted to your phone, a major accident could occur. So, make sure you do not text, use of the Internet on your phone, or receive calls while you drive to prevent accidents as best as possible.

**Things To Avoid**

Driving is not always a relaxing experience. There are certain actions that can be both an annoyance and dangerous to you while on the road driving. These things are often avoidable if you make sure to take the necessary steps towards preventing them, as well as stopping them after you discover them to be occurring.
Car Accidents

The best way to avoid car accidents is to ensure that your vehicle is safe to drive and will not cause you any problems. To do this you only need to regularly check that your brakes are functioning properly, your tires are inflated and not worn out, and that the steering and suspensions are checked by a mechanic and will not fail while you drive, especially at high speeds.

Wasting Gas

As the price of gas goes up you may begin to start looking for ways to save on those expensive trips to the pump. Well, saving on gas is something that is possible if you take a few steps towards ensuring that you waste less gas.

You can start saving gas by not using air conditioning, not leaving your engine running and not speeding above 60 mph. These things are preventable and not necessary for you to drive, therefore you can quickly reduce the amount of gas you waste.

Another way to save on gas is to make sure that your vehicle is functioning properly, you can do this by checking that your tires are properly inflated, your engine is well tuned, and check that your octane level is the correct amount to your vehicle’s needs.

Aggressive Driving

Aggressive driving and drivers are both things that should be avoided to prevent any on-road aggression or accidents. Aggressive driving is categorized as exhibiting behaviors such as aggressive tailgating, verbal or physically harassing another driver, preventing another driver from merging or passing.

However, if you are an aggressive driver, you are putting others at risk every time you do any of the above behaviors. If you encounter a frustrating situation on the road, instead of becoming aggressive, take a moment to breathe and relax before moving on.
If you ever need to visit a BMV office in person, it is essential that you find the office nearest to you to avoid having to travel too far. In order to find the BMV closest to your location, along with further information regarding the office such as its business hours and contact information, please click here.

If you have any questions, you can contact the following numbers during their hours of operation:

**General Information**
Phone Number: 844-644-6268
Hours of Operation:
Monday to Friday
7 A.M. to 5:30 P.M. Saturday 8 A.M. to 2 P.M.

The Ohio BMV offices operate according to their specific hours, except on holidays. The main Ohio BMV office is located at the following address:

1970 West Broad Street
Columbus, Ohio 43223-1101

In the case that you may need it, you are able to mail the Ohio BMV offices through this address:

Ohio Bureau of Motor Vehicles
P.O. Box 16520
Columbus, Ohio 43216-6520

You can also contact the BMV through email by sending your message online through the main Ohio BMV website here.