

OFFICE OF SCOTT CROWLEY - Hamilton County Recorder

How to search for a document in the Recorder's Office

TO START YOUR SEARCH

Go to the Auditor's web site hamiltoncountyauditor.org, click on **Property Search icon**, upper left. You can search by owner, street address or parcel ID. Obtain the property transfer information **current owner**, **sales date**, and **legal description**. Make sure to note the Subdivision lot, Section, Township and Range or Unit number and the **amount paid** as it may be used to help identify your parcel.

NEXT

Go to the Recorder's web site recordersoffice.hamilton-co.org, click the blue button which reads [Search for documents](#).

On the top menu bar in the upper section of the public document search screen choose between document search, registered land, or other searches, click on **Individual Names** or **Corporations**. Enter the last name and first name or corporation name of your party. Make sure the bullet is selected either **CONVEYEE** (buyer/grantee) or **CONVEYOR** (seller/grantor), click **Search**.

NEXT

After the Selected Party List appears, click on the box in the Select column to choose the Party Name you want, click **View Selected**.

If the Select Document list appears, click on the box in the Select column that best fits the document, person, and timeline of the transaction you want, click **View Selected**.

The Document Detail page appears showing the book and page information used by the Recorder's Office to retrieve or print a document. To the right, click on **View Image** to see the document. Print if needed.

Please note many other documents prior to 5-31-1988 can be found on the top menu bar – click on upper right – **Document Images**. Use drop down to pick other document images.

If you do not find your data, change your document search to Registered Land, and repeat the above steps.

In the office, self-serve copies are 25 cents per page, employee produced copies are \$2.00 per page pursuant to state law. Most copies can be found online and copied for free.

This brief guide is made available to provide self serve access to records in the Recorder's Office. It is not intended in any way to be a replacement for a professional title attorney or title company. Records recorded within the office are considered public records and are not to be interpreted or researched by the Recorder's staff.

We are prohibited by State Law to give legal advice, consult an attorney.

Office Hours are Monday thru Friday 7:30 AM to 4:00 PM in Room 205, 138 East Court Street, Cincinnati, Ohio 45202. If you have any additional questions please call (513) 946-4571.