



Electronic Document Processing via Email

For your convenience, the Clermont County Engineer's Tax Map Department is now offering electronic deed processing through the Tax Map office. This is being offered for walk in customers that normally hand deliver their documents to the Auditor's and Recorder's offices. This process will enable you to get your documents electronically stamped by Tax Map via email before proceeding to the Auditor's office for transfer.

General Instructions

- The document(s) shall be emailed as an attachment, in pdf format, to deedapprovals@clermontcountyohio.gov
- The Tax Map office will stamp the legal description with a Document Approved transfer stamp and include the date and parcel numbers being transferred.
- The document will be emailed back to submitter. The stamped legal must be printed with the stamp and attached to recording document.
- Submitter will then proceed to Auditor's office; then Recorder's office, with printed, stamped, deed as normal to finalize their recording.

Additional Considerations

- All submissions will be processed/communicated via email deedapprovals@clermontcountyohio.gov
- Document and legal(s) being submitted must be clearly legible and reproducible
- New surveys with deeds will not be processed electronically. These must be delivered to the Tax Map Department