



**JEFFERSON COUNTY CLERK'S OFFICE**  
**Laurie Leister, County Clerk**

Haylee Fournier, Office Administrator

1085 Pearl Street, 1<sup>st</sup> Floor, Beaumont, TX 77701 409-835-8475 · 409-839-2394 (fax)

<https://co.jefferson.tx.us/cclerk/>

**MEMORANDUM**

TO: Property Owner of Plat or Replat  
FROM: Haylee Fournier, Administrative Operations Manager  
DATE: 05/01/2022  
RE: Filing a plat, replat, or amended plat or replat of a subdivision

Before filing your map with the County Clerk's Office, you shall obtain an Original Tax Certificate from the Jefferson County Tax Assessor Collectors office. To do so, you must submit a *Tax Certificate Request Form* (attached hereto) via email, fax, USPS or in person. The fee for each Tax Certificate is \$10.00. Processing time for Tax Certificate is 2-3 business days. Please visit their web page or office for additional information. <https://jeffcotax.com/property-tax/tax-certificates/>  
Jefferson County Tax Assessor at (409) 835-8516

Once your plat is **READY** to be filed with our office w/ original tax certificate, the filing fee is:

PLATS		
Clerk Filing Fee (Per Map)	\$ 20.00	Ch 118.011(c) LGC
Records Mgmt Fee	\$ 10.00	Ch 118.0216 LGC
Security Fee	\$ 1.00	Ch 291.008(d) LGC
Records Archive Fee	\$ 10.00	Ch 118.011(e) LGC
	<b>\$ 41.00</b>	

  

PROPERTY CODE Sec. 12.002.	Clerk Filing Fee (First Tax Certificate)	\$ 5.00	Ch 12.002 PROPERTY
	Clerk Indexing Fee (Each Additional Page)	\$ 4.00	Ch 12.002 PROPERTY

**SUBDIVISION PLAT**

(e) A person may not file for record or have recorded in the county clerk's office a plat, replat, or amended plat or replat of a subdivision of real property unless the plat, replat, or amended plat or replat has attached to it an **original tax certificate** from each taxing unit with jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed on the real property. If the plat, replat, or amended plat or replat is filed after September 1 of a year, the plat, replat, or amended plat or replat must also have attached to it a tax receipt issued by the collector for each taxing unit with jurisdiction of the property indicating that the taxes imposed by the taxing unit for the current year have been paid or, if the taxes for the current year have not been calculated, a statement from the collector for the taxing unit indicating that the taxes to be imposed by that taxing unit for the current year have not been calculated. If the tax certificate for a taxing unit does not cover the preceding year, the plat, replat, or amended plat or replat must also have attached to it a tax receipt issued by the collector for the taxing unit indicating that the taxes imposed by the taxing unit for the preceding year have been paid.

Thanks for your attention to this matter. Please call our office if you have any questions;  
409.835.8475, opt 2.



## Tax Certificate Request Form

<b>Name of Person/Company:</b>	
<b>Contact Person:</b>	
<b>Contact Phone:</b>	<b>Date of Request:</b>
<b>Contact Email:</b>	
<b>Mailing Address:</b>	

### ACCOUNT NUMBER, PROPERTY ADDRESS OR PID NUMBER

Please complete the information below, indicating each account for which a Tax Certificate is requested.

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Is the tax certificate for platting purposes? Yes -  No -  (Certificates for platting purposes will not be issued if taxes are due.)

**Submit Request by:**

**Email:** [property@jeffcotx.us](mailto:property@jeffcotx.us)

**Fax:** 409-784-5848

**Mailing Address:** Jefferson County, Prop. Tax Dept., PO Box 2112, Beaumont, TX 77704-2112.

**In Person:** Jefferson County Courthouse – Tax Office, 1st floor. Use the public entrance at 1085 Pearl Street, Beaumont, Texas 77701.

**Payment**

The fee for each Tax Certificate is \$10. Accepted forms of payments are Cash (in-person only), Certified Check, Money Order or Business Check.

**Processing Time**

Research time is normally is 2-3 business days. Tax Certificates are printed upon receipt of payment.

**\*\*\*\* OUR OFFICE WILL CONTACT YOU UPON COMPLETION OF RESEARCH \*\*\*\***

**Delivery or Pickup**

You may request to have the Tax Certificate mailed to you, or you may pick up at our main Tax Office.