The Basics:

It is easy to access public records from the Franklin County Recorder's Office. Our website utilizes a modernized cloud-based search, which you can access by clicking the "search records" link at the top of the webpage.
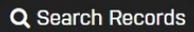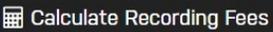
🔍 **Search Records**   🖩 Calculate Recording Fees   ☰ Menu

There is a singular text box where you can enter desired search criteria.

- Ex. Grantor/Grantee name, address, or parcel identification number

Official Records Search

Quick Search | Advanced Search

| Real Property ⌄ | Search for grantor/grantee, subdivision, doc type, or doc# | 1/1/1600 → 11/28/2022 ⌄ | 🔍 |

◉ Search Index Only   ◯ Search Index & Full Text (OCR)

↻ View Recent Search History ▾

Tips:

- The cloud-based search uses OCR technology to scan records for specific words or phrases found in the text of the document.
- Next to the text box is an option to narrow down your search by recorded date.
- Use the "Advanced Search" to search by book, volume, and page.

Hello Franklin County,

Thank you for your interest in our website.

Please do not hesitate to contact my office at (614) 525-3930, should you have any questions or concerns regarding the services our office provides.

Sincerely,

Daniel J. O'Connor
Franklin County Recorder

Franklin County Recorder

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Columbus, Ohio 43215

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📘 **@RecorderDannyO**

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ONLINE PUBLIC RECORD SEARCH

GUIDE

BASIC SEARCH RULES

This search looks for the words you enter into the search box (just like Google, Bing, etc.). **Enter any and all the information you know** (first name, last name, subdivision name, volume and page, etc.) and the results will present documents containing all of the information you input.

The information may not be next to each other, but the documents presented in the results will contain all of the words you entered into the search.

- Capitalization is not required.
- It doesn't matter what order you enter the names.
- The most relevant results will appear at the top of the result list.

PERFORM AN EXACT MATCH SEARCH

Our search engine does its best to assign relevance to the various words you search. But sometimes you want to search for an exact match. **To search for an exact match, put quotation marks (" ") around your search criteria.** This will return every document that contains the exact phrase you searched for.

- <u>Your phrase must EXACTLY match</u> the indexed data. (Ex. Names must be entered with the last name listed first)

WILD CARDS

Use wild cards to help find words that are spelled in different ways, or even mis-spelled.

- **Asterisk (*)** Replaces characters of any length
- **Question Mark (?)** Replaces one character

<u>Examples:</u>
◊ **Jo* =** matches JOHN and JOYCE and JOSE
◊ **Jo? =** matches JON and JOB and JOE
◊ **Gonzale? =** matches GONZALEZ and GONZA-LES
◊ **Johns?n =** matches JOHNSON and JOHNSEN

NAVIGATING THE SEARCH RESULTS SCREEN

1. Other Services Drop Down Menu: Use this to go to previous version of search engine or back to <u>recorder.franklincountyohio.gov.</u>

2. Deed Indexes 1804-1913: Go to previous version of search engine (CountyFusion) to search Deed Indexes from 1804-1913.

3. Property Alert: Sign up with your name or legal description to receive email alerts when documents containing that information is filed with the Franklin County Recorder's Office. This helps keep you aware of fraud attempts that may affect your property ownership.

4. Cart: Add documents to cart to download and print them as PDF image files. Downloading images is free as all images are public record.

5. Help: Click here to find links to FAQs about the search engine, a Live Chat feature to talk with experts about specific questions, and a Product Tour to review the main functions of the search tool.

6. Register/Sign-In: Create an account to save searches. You do not need to create an account to use the search tool but <u>you do need to create an account to download images.</u>

7. Filters: On the left side of the results screen you can filter results by specific document types or recorded date range.

8. List/Card View: Toggle how the search results are displayed. Currently they are in "List View." Card view displays more information for each result.

		GRANTOR	GRANTEE	DOC TYPE	RECORDED DATE	INST NUMBER	BO
		GLOBE REALTY CO	BRIGHT MABEL E	DEED	6/24/1937	193706240570201	DB
		CROMPTON MARY ANN	SUMMER LUCY	DEED	6/28/1937	193706280560299	DB
		HALLIDAY W H	OHIO STATE OF	AFFIDAVIT	1/23/1896	189601312730002	MS

Note: The previous version of our online search engine (CountyFusion) is still available for you to use. Simply click the "Deed Indexes 1804-1913" link in the "Other Services" drop down menu. The cloud-based search (Vanguard by GovOS) launched in November 2022.

Sources: **GovOS** https://kofilehelp.zendesk.com/hc/en-us/articles/360022893533-Quick-Tips-and-Frequently-Asked-Questions

SCAN HERE FOR A VIDEO TUTORIAL >>>