



## 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@co.jefferson.tx.us](mailto:property@co.jefferson.tx.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.