

Collin County Land Records Online Search instructions

From Collin County home page:

www.collincountytx.gov

- Navigate to the County Clerk's online records search
 - Find box titled "*Public Safety and Courts*" click on "*County Clerk*"
 - On the left hand side of the County Clerk page click "Deed Search"
- You can also go directly to the Online Land Records portal by accessing the following link:
collin.tx.publicsearch.us

Once you are in the portal:

- You can search land records by name or by document number.
- If you are searching by name, it will be helpful to have the legal description of the property you are searching nearby in order to confirm you are viewing documents for the correct person/property.
 - Legal descriptions can be found by entering the property address in the property search function in the **Collin County Appraisal District website**. <http://www.collincad.org>

To search by name,

- Enter the owner name in the search bar and click search. This will bring back a list of documents with that name in it.
- Sort the list by recorded date by clicking on the recorded date box at the top of the 4th column.
- Scroll down the page to the year the property was purchased to begin looking for documents
- Verify that you are viewing documents for the correct person/property by matching the legal description in the legal description column with the legal description found on the Appraisal District site.

To view a document:

- To view a document double click on the returned document line. The document will have an "unofficial" watermark on it.
- To purchase a copy of a document without the watermark, select add to cart at the top of the page and register then follow the prompts for payment to receive a printable PDF file.
- To search records 1843 through 1975 select Historical Records click the "other services" drop down at the top of the search page

To search a Plat:

- At the search bar, on the left it lists Property Records; use the dropdown menu to select Plats
- Enter the name of the plat or subdivision in the search bar and click search (magnifying glass at the right)
- To view a plat, double click on the document line
- To purchase a copy of a plat
 - Select add to cart at the top of the page

- Register and follow the prompts for payment to receive a printable PDF file of the document

If the document is not coming up, you may need to disable pop-up blockers in your browser.