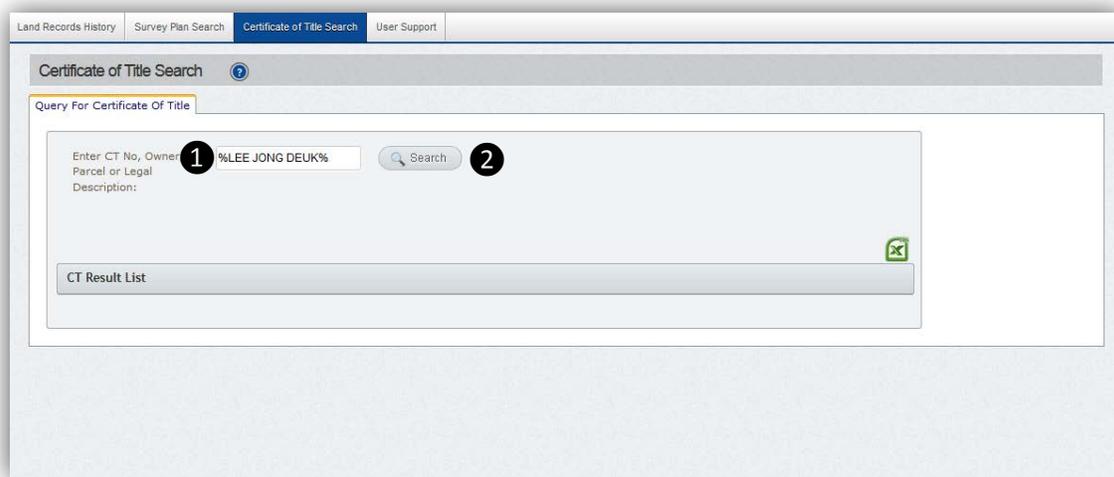


## Certificate of Title Search: User Guide

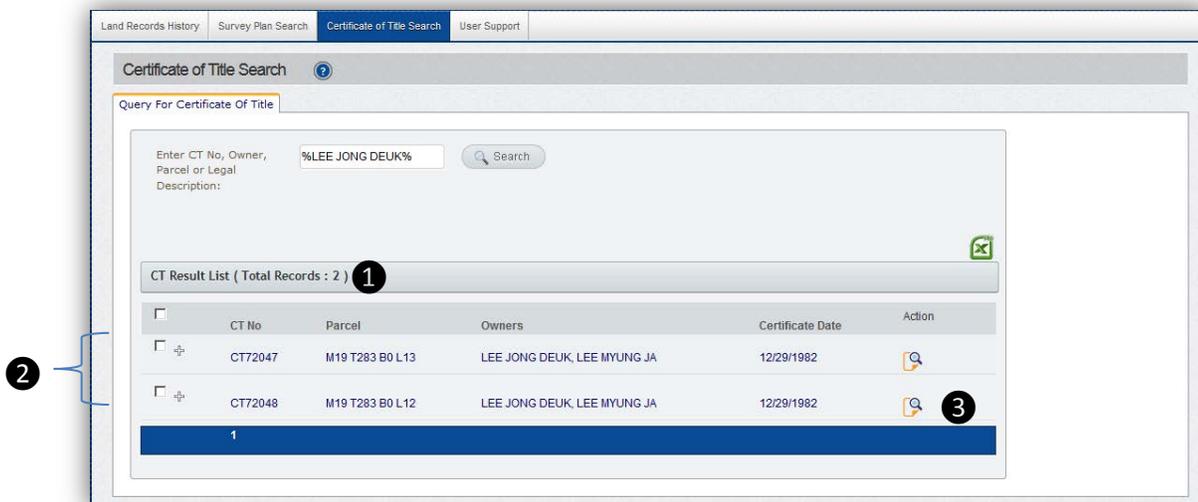
This screen is used to search for survey plans stored in the Department of Land Management database. In this example we will show how to search for data based upon a name associated with the certificate of title.

Step 1 In our example we will search a description of “%LEE JONG DEUK%”, we are using the wildcard (%) in this example at the front and end of the name. This will cause the system to search for anything that has “LEE JONG DEUK” anywhere in the data. In this search box we could have entered a parcel or title number, but be sure to enclose your entry with the wildcard % (i.e. place the % on the left and right side of your entry).

Step 2 will be to press the  button



The system will search and display the results which are displayed below:



- 1 Number of records that match you search criteria
- 2 Displays the list of certificate of titles matching the search criteria, press the + to see additional details.
- 3 Allows you to view an un-official copy of the certificate of title. The system will display a message if the certificate of title image is not available, and notify you when we will try to make it available.