This document describes how to search the Register of Deeds Public Access image system for Plats of Survey or other recorded documents via the <u>GIS Web App</u> for those that are indexed by tax key. If you need a clean, unwatermarked copy, look for the "Buy a Copy" option on the imaging system. Issues with a purchase or download of an image should be directed to the Register of Deeds <u>Land Records</u> office.

Zoom to the parcel of interest by searching a tax key, an address, or by simply zooming into the area.



Click on the parcel of interest. It will highlight blue and the parcel popup will appear.



Click on the Register of Deeds Images link in the pop-up and a new browser window will open to the Register of Deeds image index system. If only one document is found it will open automatically.



If it finds multiple documents, it will show a list that are linked to the parcel in the system. Choose the one that you're interested in by clicking on the blue document (or "Instrument") number. The Document Type column will indicate what kind of document it is.

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2	E <u>view</u>		4676683	07/01/2022	07/01/2022	MORTGAGE - BANK/S&L/OTHER	[R] H
з	E <u>View</u>		<u>4676682</u>	07/01/2022	07/01/2022	DEED-WARRANTY	[R] J
4	E <u>view</u>		<u>3983676</u>	01/16/2013	01/16/2013	SATISFACTION OF MORTGAGE ET AL	[R] M REGI
5	E <u>view</u>		<u>3978290</u>	01/02/2013	01/02/2013	MORTGAGE - OTHER	[R] \
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If it doesn't find any documents that are linked, a message will appear indicating nothing was found. Note that only a subset of historical documents recorded in the Register of Deeds imaging system are directly linked to the map as time and resources are available. If you believe there might be more documents available, you can search the <u>Register of Deeds</u> <u>site</u> directly (<u>see Help Guide here</u>) to find all recorded documents by legal description, regardless of whether they are indexed by tax key or not.

