



Search Guide

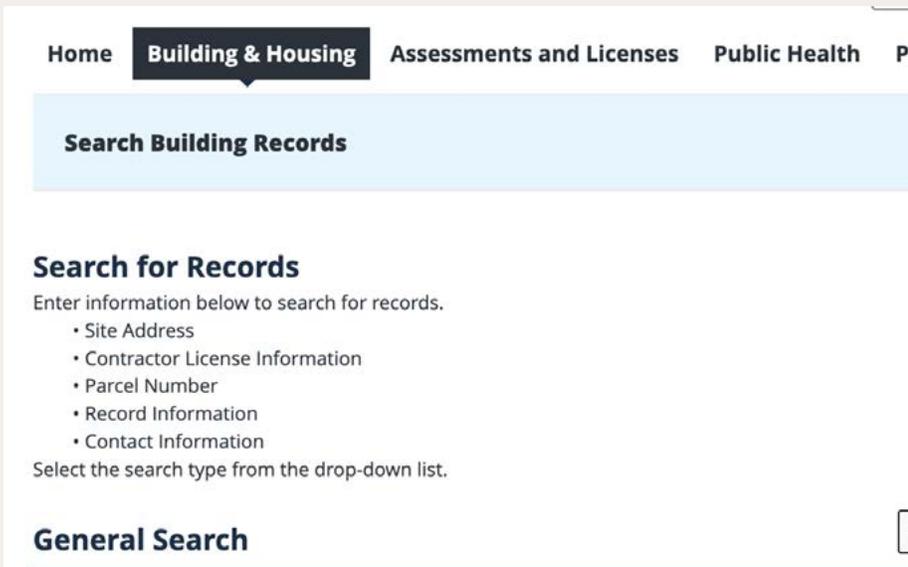
These instructions are how to search for a record on the [Citizen Access Portal](#).

Most basic property searches can be made without the need to login or create an account.



Avoid using *Advanced Search*.

Use the navigation at the top of the page.



The Record Type will show you what records are available on each page.





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Always clear the *Start Date* field.



General Search

Record Number:

Record Type:

Project Name:

Start Date:

End Date:

Street No.: - *To*

Direction:

Street Name:

Street Type:

Unit Type:

Unit No.:

Parcel No.:

City:

State:

Zip:

Country:

In general, the fewer fields completed, the better the search results.

Enter the Street number in the *From* field.

Avoid suffixes like 'th' (for example, for E9th just use 9 for the Street Name. And hit Search.



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Showing 1-10 of 100+ | [Download results](#)

<input type="checkbox"/>	Date	Record Number
<input type="checkbox"/>	01/29/2025	V25003050
<input type="checkbox"/>	01/29/2025	V25003047
<input type="checkbox"/>	01/29/2025	V25003045
<input type="checkbox"/>	01/29/2025	V25003044

Scroll down to see the search results.

To check for documents to download, select the record.

Record LSC24-03704:
Lead Safe Certificate
Record Status: Active
Expiration Date: 12/12/2026

Record Info ▾ Paymer

- Record Details
- Processing Status
- Related Records
- Attachments**
- Inspections

Attachments

Then click Record Info > Attachments.

Note: Not every record will have an attachment to download.



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Latest Update	Name	Record ID	Record Type	Entity Type	Type	Size
12/12/2024	Risk assesment.pdf	LSC24-03704	Lead Safe Certificate	Record	Report	1.23 MB
12/12/2024	/BH_- _LSC_Certificate_20241212_164646.pdf	LSC24-03704	Lead Safe Certificate	Record	Lead Safe Certificate	11.84 KB
12/12/2024	_BH_- _LSC_Certificate_20241212_103843.pdf	LSCR24-03704.001	Lead Safe Certificate Renewal	Renewal	Report	11.84 KB
12/12/2024	_BH_- _LSC_Certificate_20241212_103352.pdf	LSCR24-03704.001	Lead Safe Certificate Renewal	Renewal	Exemption Affidavit	11.84 KB

Click on the PDF to download.

Note: there is no Back button on the portal. To go back a page, use the ← arrow on your browser.