



# Ordering a Certificate of Title

Land Enquiry Services Quick Guide

Last Updated: 7<sup>th</sup> September 2023

Version: 3



Locate



Value



Secure

Landgate Version: 2 2023

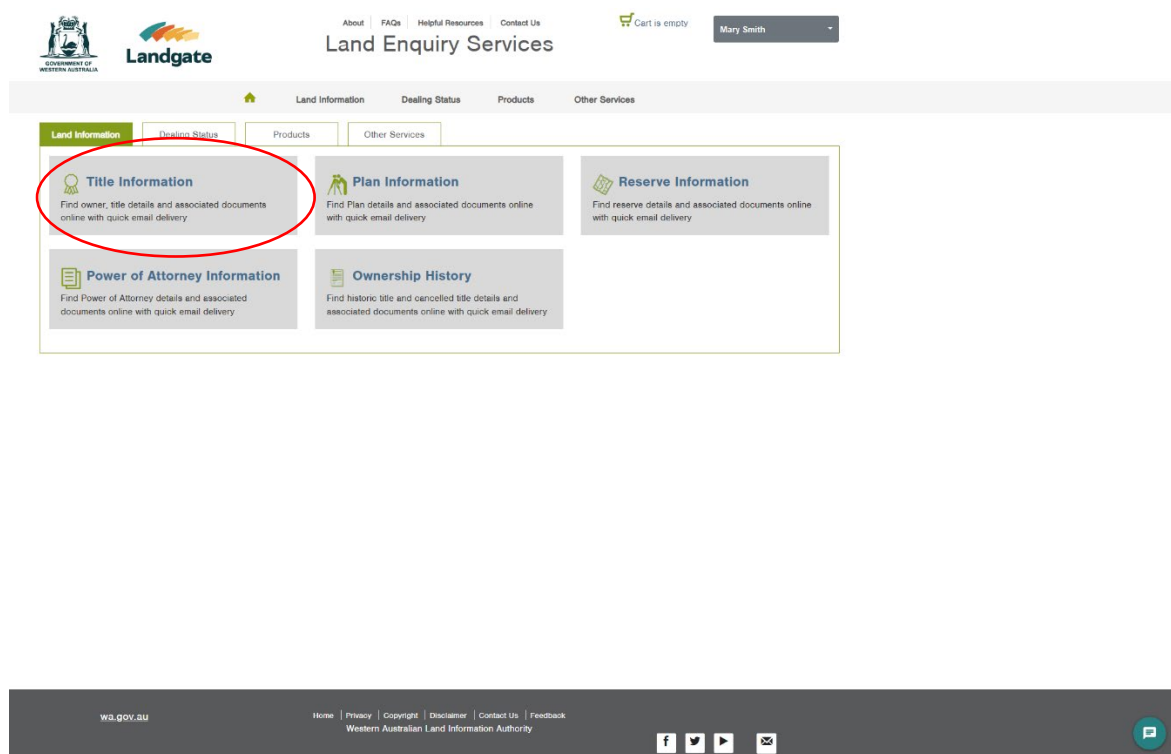
# Ordering a Certificate of Title

A copy of a Certificate of Title can be ordered through Land Enquiry Services located on the Landgate corporate website. Add the Certificate of Title to the cart, pay with your credit card or Billing Account, and receive a PDF copy via email within 30 minutes of successful submission.

If you have a Billing Account, you will need to log in to have access to the Industry products and charge your account.

## Searching in Land Enquiry Services

Open Land Enquiry Services and select 'Title Information'.



Select the desired enquiry option to search the criteria you have available and then select 'search'.

### Title Information

Enquiry Options

<b>Address</b>	<b>Name</b>	<b>Lot on Plan</b>	<b>Certificate of Title</b>	<b>Crown Allotment</b>
<b>Type Ahead</b>	<b>Structured</b>			

Enter a property address \*

[Advanced Search Options](#)

[Search](#)

# Continue to the Title Details Screen

Once the results appear on the screen, you will need to select the property you wish to see more details on. You can click on the result line, including the arrow button.

## Title Information

Enquiry Options

- Address
- Lot on Plan
- Certificate of Title
- Crown Allotment

- Type Ahead
- Structured

Enter a property address \*

1 MIDLAND Square, MIDLAND 6056

Advanced Search Options

Search

Select Result	Certificate of Title	Parcel Identifier	Address
<a href="#">→</a>	LR3096/809	Lot 11681 On Diagram 80203	1 Midland Square, MIDLAND 6056

Once on the Title Details screen, you will see some information on the left-hand side and a Map Viewer Plus image on the right. Use these details to help confirm you have the correct property.

### LR3096/809

1 Midland Square, MIDLAND 6056

- Title Details
- Plan Details
- Reserve Details

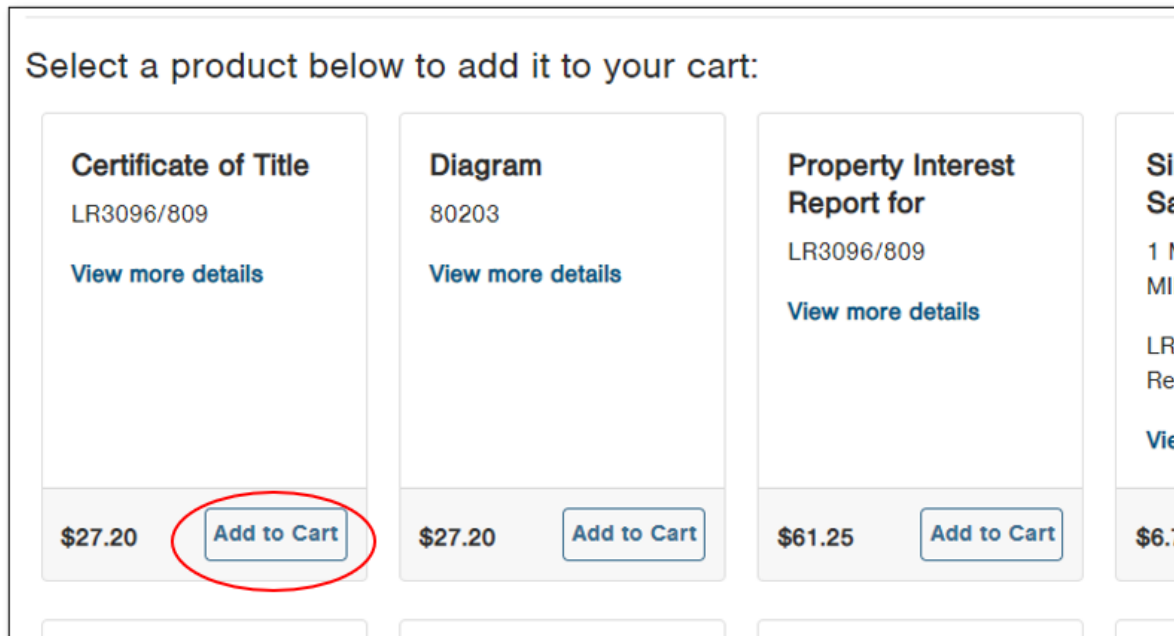
#### General Details

Certificate of Title: LR3096/009  
Title Type: Certificate of title for a Crown Land  
Parcel Identifier: Lot 11681 On Diagram 80203  
SWAN Location 11681  
Address Details: 1 Midland Square, MIDLAND 6056



Click to Launch Map Viewer Plus

Scroll down the page to see the product tiles available and select the Certificate of Title product by clicking add to cart.



Need to order more than one title for one property? Conduct a fresh search by entering new criteria to locate and add more products to your order.

	A	
1	1234/567,	
2	2789/691,	
3	2798/692,	
4	1458/780,	
5	1282/940,	
6	1450/500,	

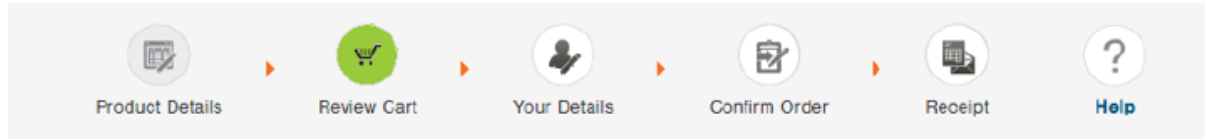
**DID YOU KNOW?**

If you have a list of Certificate of Titles separated by commas, you can copy and paste them into the Order Multiple Products screens.

Land Enquiry Services automatically separates each product into a new line saving you time and increasing accuracy.

# Completing Your Order

Click on the cart icon located at the top of the page to view the items you have added to your order.



## Review Your Shopping Cart

Product Name	Reference	Delivery	Unit Price	Price	
Certificate of Title LR3096/809 1 Midland Square, MIDLAND 6056		Email	\$27.20	\$27.20	
				<b>Total *</b>	<b>\$27.20</b>



Select Next, enter your payment details and ensure they are correct before proceeding to the confirmation screen.

Read the confirmation screen carefully to ensure your cart contains all the correct items, then confirm and submit your order.

Once Landgate has successfully received payment, you will be provided with the request number and confirmation of the email address the product will be sent to.

**ORDER SUCCESSFUL**

<b>Landgate Request Number</b>	85107466	<a href="#">Print Page</a>
--------------------------------	----------	----------------------------

If your order has not been received within 30 minutes, please don't re-order. Contact Customer Service who can assist you; this will avoid you being charged twice for the same product.