



# Ordering a Certificate of Title

Land Enquiry Services Quick Guide

Last Updated: 03<sup>th</sup> February 2025

Version: 4



**Locate**



**Value**



**Secure**

# Ordering a Certificate of Title

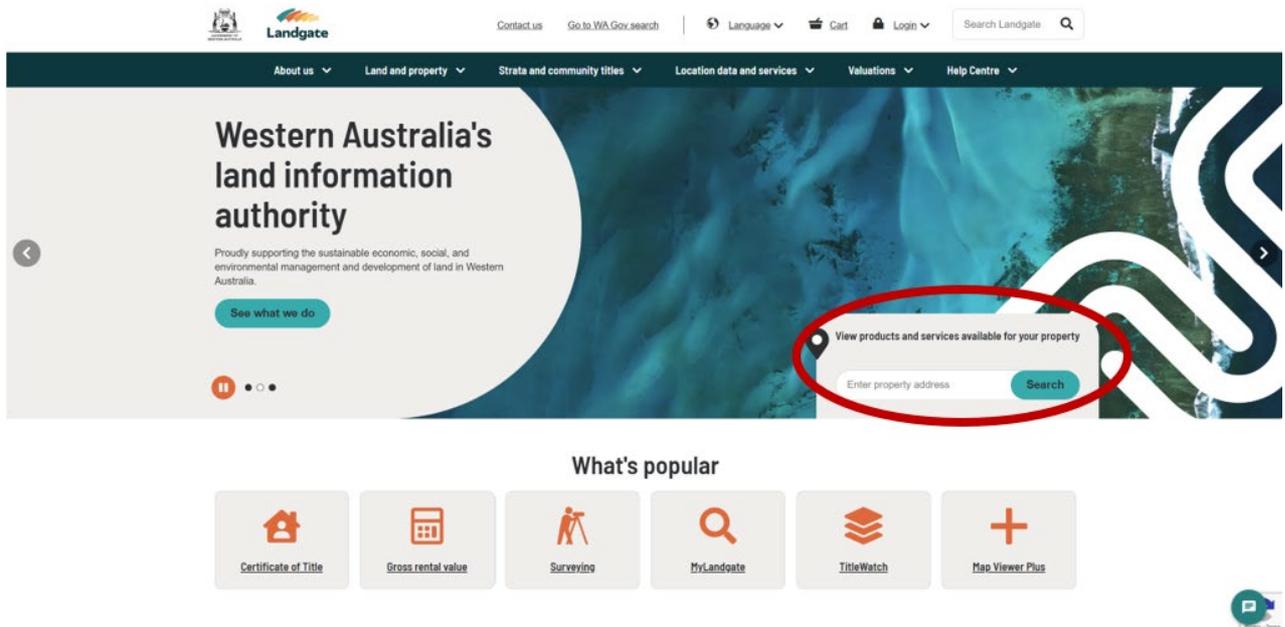
A copy of a Certificate of Title can be ordered through Land Enquiry Services located on the Landgate corporate website. Add the Certificate of Title to the cart, pay with your credit card or Billing Account, and receive a PDF copy via email within 30 minutes of successful submission.

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

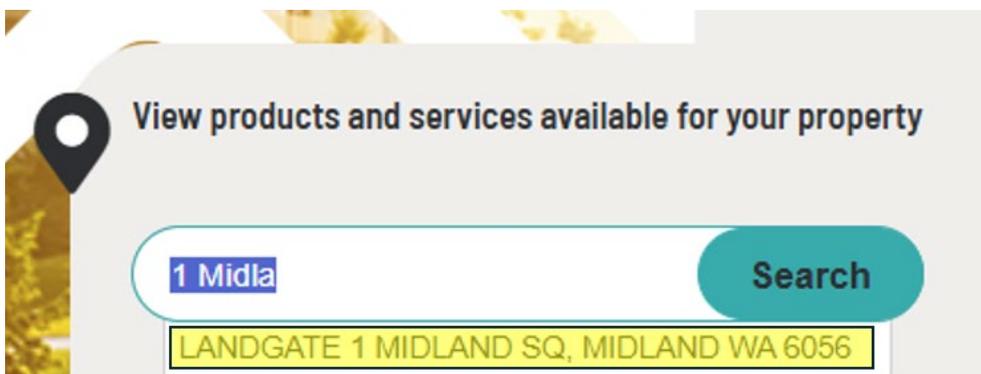
There are two main methods for searching for your property's Certificate of Title. It is recommended if you are unsure of the address, or wish to confirm the property through aerial overview prior to purchase, to follow the steps of **Searching in Land Enquiry Services**.

## Searching from the Website

From the [Landgate Home Page](#) enter the property street address of interest in the "View products and services available for your property" field



Landgate's Address Verification Service will provide street address options based on your entry. Select the appropriate address once the option has presented.



If your address is not presented as an option, you may be required to search the property using alternative options presented under **Searching in Land Enquiry Services** or **Searching in Map Viewer Plus** from this guide.

Selecting an address will proceed to a Landgate Products page where products applicable to the property searched will be presented. Products can be submitted to your cart by selecting "Add to cart" beneath the appropriate product of interest.

[Home](#) / [Landgate Products](#)

## Landgate Products

Explore the available products for your address.

### Enter property address

LANDGATE 1 MIDLAND SQ, MIDLAND WA 6056 [Search](#)

Showing all products for '1 Midland Square, MIDLAND 6056'

#### Certificate of Title

Contains ownership details of the land and the lodged or registered interests or claims (encumbrances) against that ownership.

\$

[Add to cart](#) [Learn more](#)

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#### Plan

Contains a graphical depiction of land parcels such as lots, roads, easements and other interests.

\$

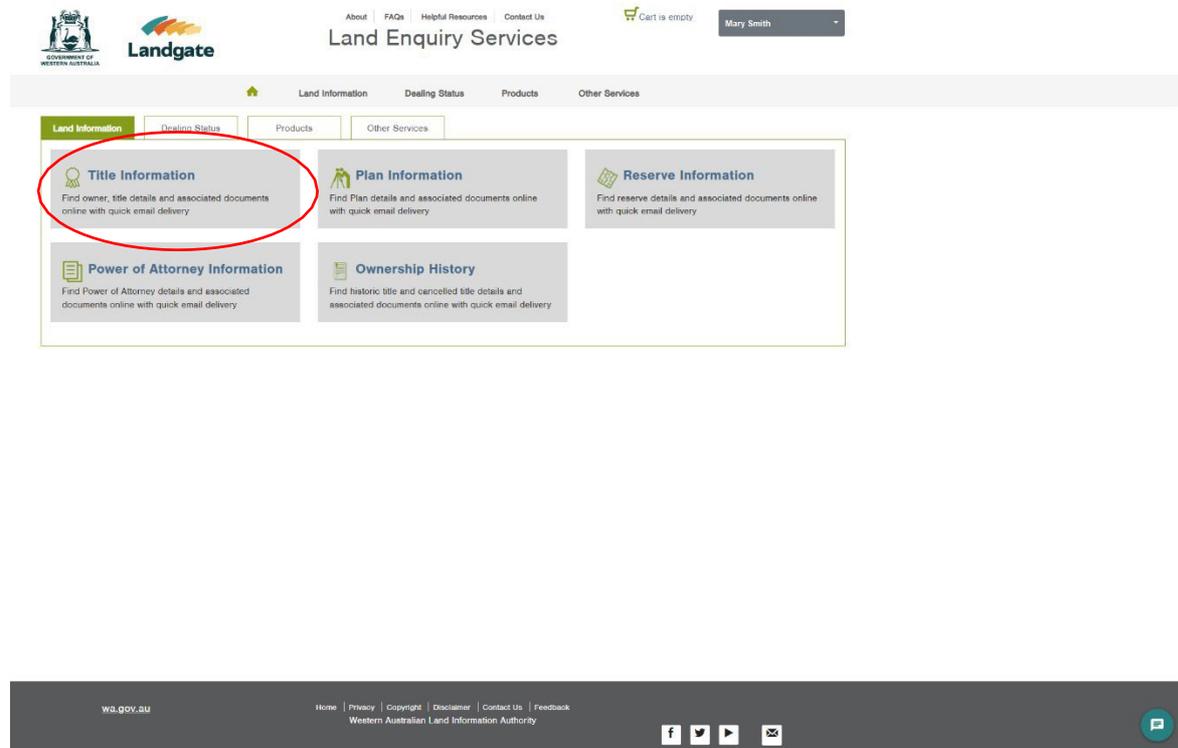
[Add to cart](#) [Learn more](#)

Upon adding the product to cart, the cart link at the top of the page will update accordingly. Selecting this will take you to the cart for review and payment options listed under **Completing your order** in this guide



# 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

Enter a property address \*

e.g. 1 MIDLAND Square, MIDLAND 6056

[Advanced Search Options](#)

# 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 \*

[Advanced Search Options](#)

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

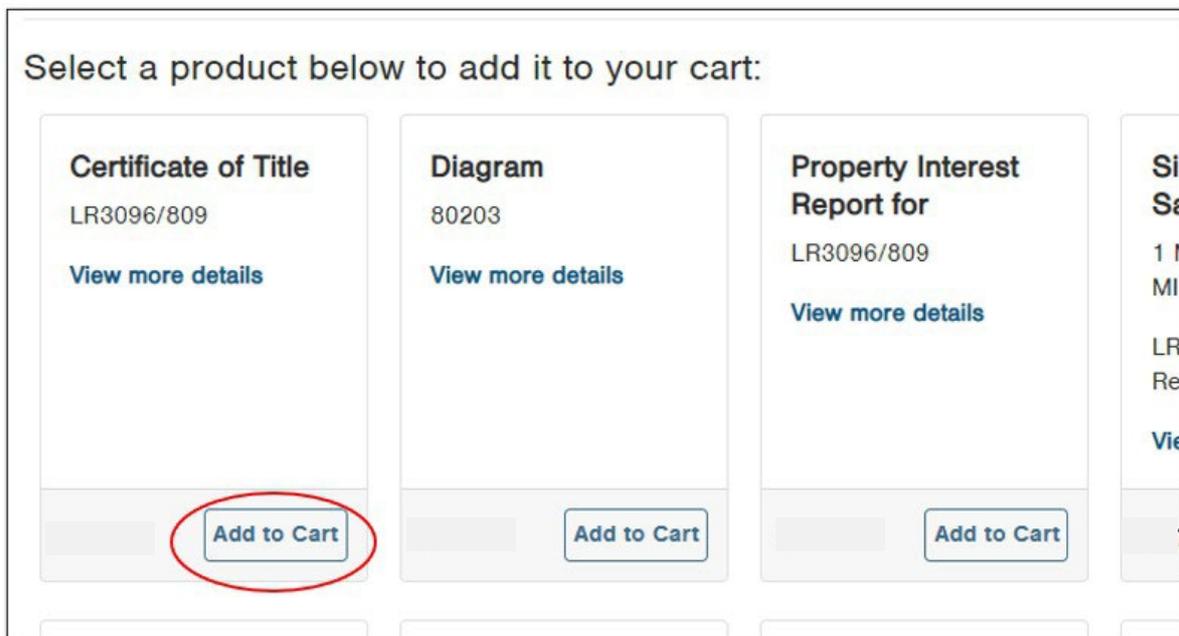
General Details

Certificate of Title: LR3096/809  
 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.

**Order Multiple Products**

Certificate of Title	Enter Certificate of Title Numbers	Sketch	Customer Reference
Plan or Strata Plan	1234/567	<input type="checkbox"/>	
Property Interest Report	2789/691	<input type="checkbox"/>	
Check Search	2798/692	<input type="checkbox"/>	
Document	1458/780	<input type="checkbox"/>	
Power of Attorney Document	1282/940	<input type="checkbox"/>	
Year Document	1450/500	<input type="checkbox"/>	
Field Record		<input type="checkbox"/>	
Memorial Book (Subject to Dealing)		<input type="checkbox"/>	
Title Watch		<input type="checkbox"/>	

**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.

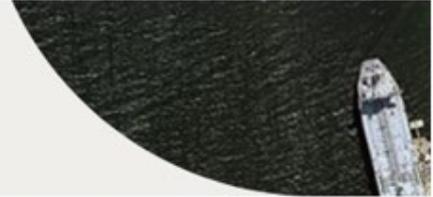
# Searching in Map Viewer Plus

## Without a Street Address

Open Map Vier Plus from the Landgate website under Location Data and services > Maps > Online Maps > Map Viewer Plus

## Map Viewer Plus

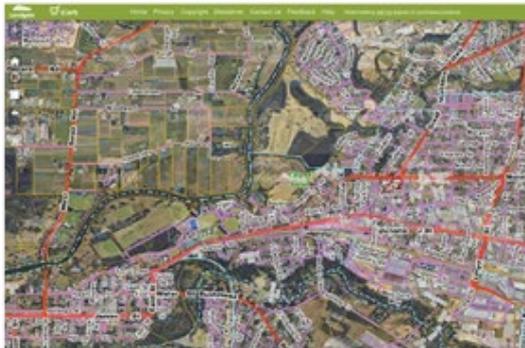
View and discover authoritative land and property related information for Western Australia, Cocos (Keeling) and Christmas Islands.



## What is Map Viewer Plus?

Map Viewer Plus is an interactive online mapping application for the discovery of land and property information and related purchasable products. It enables users to:

- Search for, and view land and property information in Western Australia
- display the extent of property and administrative boundaries
- discover and purchase Landgate products available for your property of interest such as Titles, Documents, Surveys, sales reports and aerial imagery etc
- cadastral survey research for geodetic marks and survey information
- get a birds eye view of the State of WA

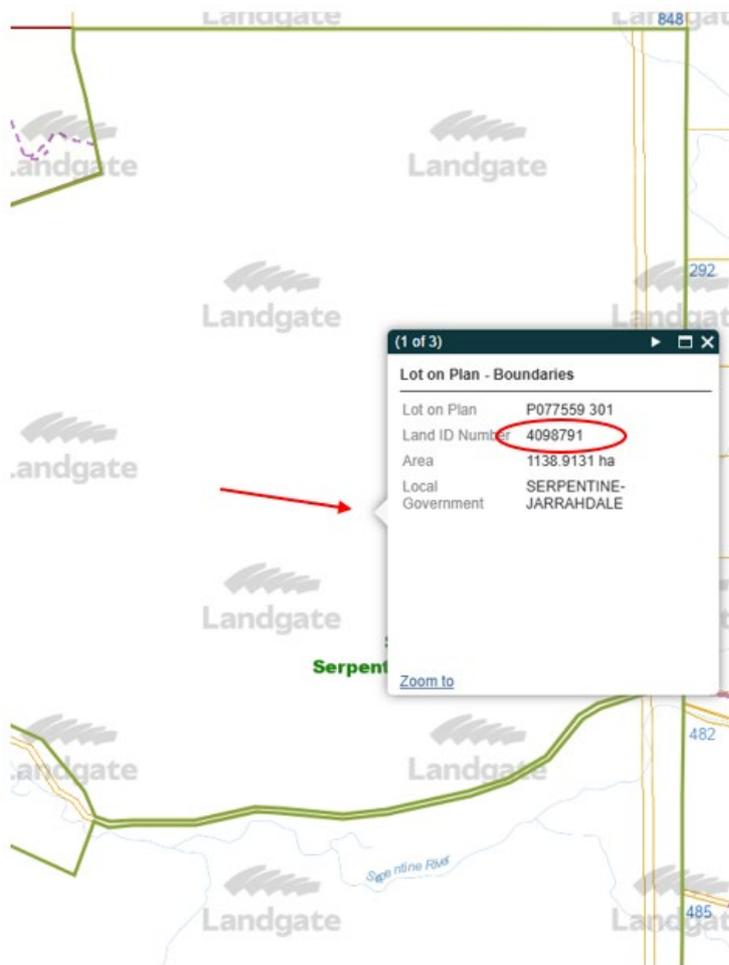


Launch Map Viewer Plus

Map Viewer Plus will open in a new tab. Please read and agree to the Terms of Use presented on open.

Once Map Viewer Plus has opened, navigate to the land of interest and click within its boundaries.

A dialogue box will open that displays the Land ID Number for the parcel of land. Copy or note down this number.



Select the Search icon in the top right of the page:

In the "Find By" drop down, select "Land ID Number"

Find a location:

Find By: Land ID Number

Land ID Number

Search results:

4098791

- Address
- Certificate of Title
- Lot on Plan
- Crown Allotment
- Locality
- Local Government
- Townsites
- Districts
- Reserve Number
- Points of Interest
- Coordinates
- Land ID Number**
- Polygon ID Number (PIN)
- State Electorates
- Geodetic Survey Marks

- 1: Enter the Land ID Number from the Parcel of interest and select Search.
- 2: Under Search Result select the Land ID Number:

**Search**

Find a location:

Find By: Land ID Number

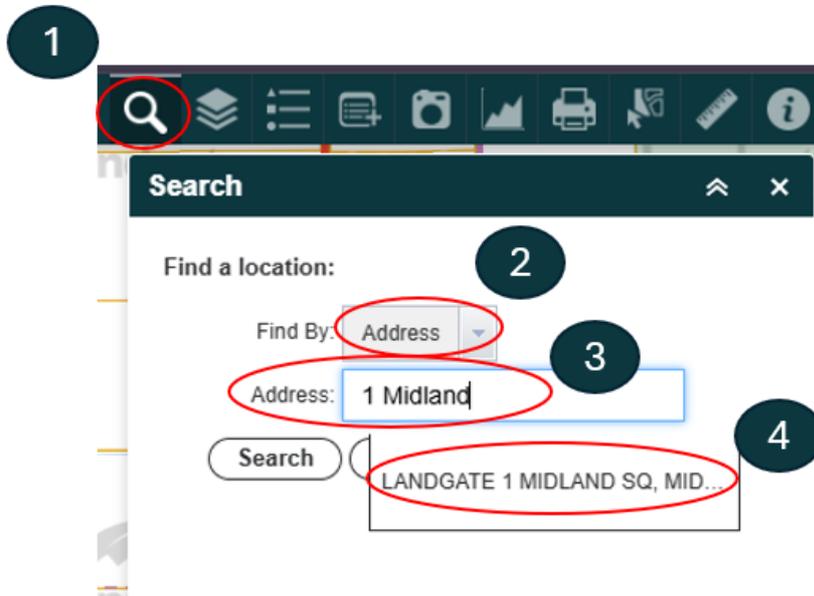
Land ID Number 4098791

Search results:

4098791

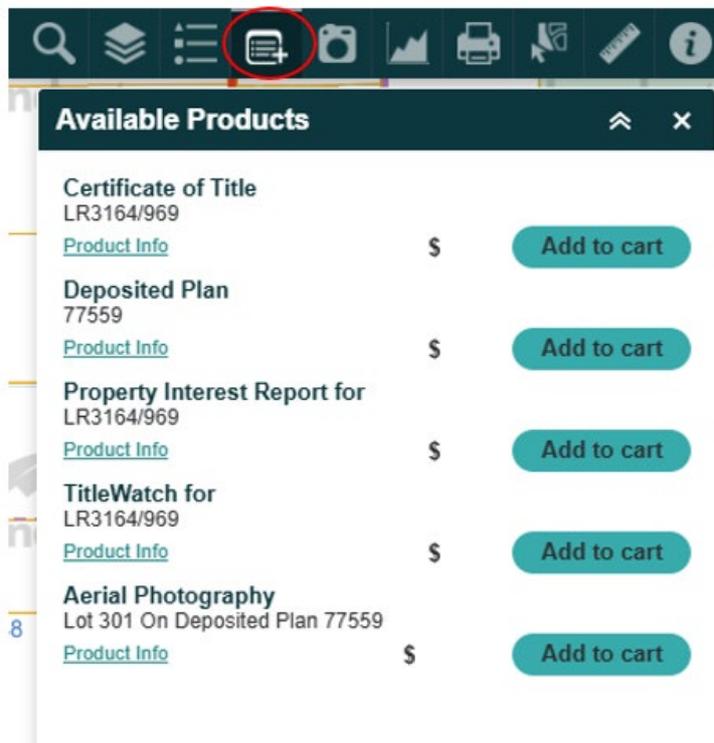
## Searching with an Address

With Map Viewer Plus Open, Select the Search Icon (1), Selected Find by Address (2), type the address of the property of interest (3) the Address Verification System will prompt available addresses, once the address of interest is displayed, select the address (4)



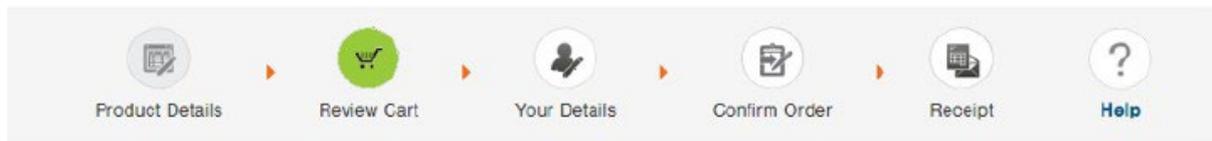
## Adding Products to Cart

If "Available Products does not automatically present, select the Available icons tab and add required product to cart.



## 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		
				Total *



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

Landgate Request Number	85107466	Print Page
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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.