

# Vic land searches

User guide

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Innovative Information Solutions

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# 1 Introduction

## 1.1 Get access

If your account doesn't have access to these services, an error message will show when you attempt to use a service.

Access to Vic land searches and Vic conveyancing is restricted to clients that have signed the current [Customer Agreement](#).

Further restrictions apply to the Vic land index search – Search by owner name. To access this search, you must also sign the [LANDATA® Deed of Grant](#) in addition to the Customer Agreement.

Email the completed form/s to your CITEC Confirm contact or our Business Support at [confirm.businesssupport@citec.com.au](mailto:confirm.businesssupport@citec.com.au).

## 1.2 Search tips

Our Vic land search screens share common elements, which we've explained below.

### Email copy of your results

On the search details input screen, select the checkbox and include your email address to have your search results emailed to you.

#### VIC Lands Title Multi Search

Enter details below and click Search to view results.

Please ensure you use the appropriate title reference for your search. Cancelled titles can be returned and are chargeable.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

### Add a reference for your search

You need to provide a reference for each search that you complete. Your reference is up to you, but you should enter something to help you identify the transaction among your records.

### Charge points are marked

Charge points for searches are indicated by \$ signs on the Search buttons. A search fee applies for each transaction when you click on the **\$ Search \$** or **\$ Order \$** button to proceed with your order.

#### VIC Lands Title Multi Search

Enter details below and click Search to view results.  
 Please ensure you use the appropriate title reference for your search. Cancelled titles can be returned and are chargeable.  
 \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Volume *	Folio *	Your Reference
eg. 10167	eg. 084	
1. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
2. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
3. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
4. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
5. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
6. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
7. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
8. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
9. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
10. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>

### Retrieve your results and order related searches

After you provide your search details and search, a result screen will display. Select **COMPLETED** to continue to the result summary page and access your search results.

#### VIC Lands Historical Multi Search Results

Click the Result links to view individual search results.  
 WARNING: Do not refresh this screen - **you will incur extra charges**.  
 If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

Your Search	Your Reference	Result
Volume 10012 Folio 768	test	<span style="border: 2px solid green; padding: 2px;">COMPLETED</span>

On the result summary screen, you can view your results and order additional searches via the **Other Related Searches** section.

### VIC Lands Historical Search Result Summary

Click the result link(s) to view a print friendly version of the relevant document(s).

#### Your Search

Your Reference	test
Volume	10012
Folio	768

#### Your Results

[View Historical Search on 10012/768](#)

[View Old Paper Titles 10012/768 Pg.2](#)

[View Search Receipt](#)

#### Other Related Searches

None available for this search.

Print All

## Print All

On the results screen, you can collate all separate result documents into one through **Print All**.

### VIC Lands Historical Search Result Summary

Click the result link(s) to view a print friendly version of the relevant document(s).

#### Your Search

Your Reference	test
Volume	10012
Folio	768

#### Your Results

[View Historical Search on 10012/768](#)

[View Old Paper Titles 10012/768 Pg.2](#)

[View Search Receipt](#)

#### Other Related Searches

None available for this search.

Print All

## Retrieve your results

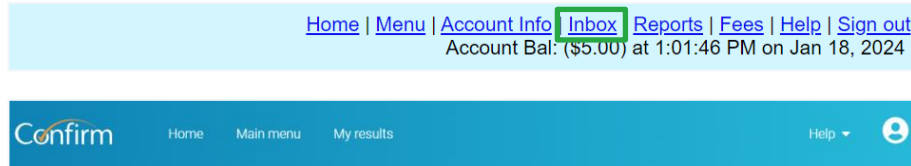
Results will display within minutes. A search may have one of the following result statuses:

- ▶ **Completed:** displays when your search has returned a result online.
- ▶ **More info:** displays if your result requires manual processing.
- ▶ **Pending:** displays while the system awaits a response from the provider.
- ▶ **Error:** displays when search criteria is missing or incorrect.

Some searches require manual processing, as results may not be imaged. Read about [how to request a manual search](#).

## Results are stored in your Confirm inbox

Online results are available in your Confirm inbox for 30 calendar days after your search. **Inbox** and **My results** in the header at the top of every page will take you to your Confirm inbox.



You can view your result status in the Confirm inbox as well.

## 1.3 Start searching

1. From the Confirm main menu, select **VIC Land Searches**.

**View Menu By Product** [View Menu by State](#)

**Land Searches**

- [ACT Land Searches](#)
- [NSW Land Searches](#)
- [NSW Land Tax and Valuation Certificates](#)
- [NT Land Searches](#)
- [QLD Contaminated Land Search](#)
- [QLD Land Searches](#)
- [QLD Land Tax Certificates](#)
- [SA Land Searches](#)
- [TAS Land Searches](#)
- [Telco Cable Search](#)
- [VIC Land Searches](#)
- [WA Land Searches](#)

**Property Conveyancing and Settlements**

- [National Settlement Services](#)
- [NSW Conveyancing](#)
- [QLD Conveyancing](#)
- [QLD Transport & Main Roads Property Search](#)
- [VIC Conveyancing](#)
- [VIC Property Sales History Report](#)

**Manual Services**

- [National Manual Services](#)

**Corporate and Individual Searches**

- [ASIC and Business Name Searches](#)
- [Commercial Enquiries](#)
- [Bankruptcy Register](#)
- [PPSR - Personal Property Securities Register](#)
- [New Zealand Searches](#)

**Vehicle Searches and Lodgements**

- [QLD Motor Vehicle Register](#)

**Court eFiling**

- [QCAT - QLD Civil and Administrative Tribunal eFiling](#)
- [QLD Magistrates Court eFiling](#)
- [VIC County Court eFiling](#)
- [Court Filing - Manual Services](#)
- [QCAT - Neighbourhood Disputes Registry Search \(Tree and Fence\)](#)

**Police Searches**

- [QLD Property Crime Reports](#)
- [QLD Traffic Incident Reports](#)

2. Select the search you require.

**VIC Lands Menu**

**Land Documents**

- [Quick Search](#)
- [Title Search](#)
- [Imaged Plans](#)
- [Instrument Search](#)
- [Title Diagrams](#)
- [Owners Corporation Premium Reports](#)

**Land Index Searches**

- [Owner Name](#)
- [Lot/Plan](#)
- [Volume/Folio](#)
- [Address Search](#)

**Title Tracking Services**

- [Final Search](#)
- [Issue Search](#)
- [Prelodgement Check](#)
- [Dealing Search](#)
- [Titles Affected By An Instrument](#)
- [Historical Search](#)

**Other Related Searches**

- [VIC Conveyancing](#)
- [MapshareVic](#)

Note: Click the information 'i' icons to view details about a search.

Information on ordering all search types is in the following sections of this guide. You can also access Help online, from the header menu on each search screen.

[Home](#) | [Menu](#) | [Account Info](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Sign out](#)  
Account Bal: (\$5.00) at 1:01:46 PM on Jan 18, 2024

## 2 Land documents

### 2.1 Quick search

A quick search allows you to order multiple searches related to a single parcel. The searches include:

- ▶ title
- ▶ imaged plan
- ▶ instrument
- ▶ issue (available for title and instruments)
- ▶ prelodgement
- ▶ dealing
- ▶ historical.

1. On the search details input screen, enter your reference, select the searches you need and provide your search details. Then, select **\$ Search \$**.

#### VIC Lands Quick Search

Select at least one item from the Available Searches section below. Enter the corresponding Document Details and click Search to view results.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

**Your Reference**

**Available Searches** *Select at least one of the following searches. \**

- Title Search
- Imaged Plan Search
- Instrument Search
- Issue Search on
- Prelodgement Check on Title Reference
- Dealing Search
- Historical Search

**Document Details**

**Title Reference**  \* /  \* eg. 10012 / 768

**Plan Details**  \*  \* eg. 325632Y

**Dealing**  \* eg. T123456Y

**Instrument**  \* eg. T123456Y

**Email**  Yes, I would like an additional copy of my results emailed to:

- Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

## 2.2 Title search

A title is a legal document confirming possession of land. A title search will return an automated title from the title system.

The title identifies:

- land description
- current registered proprietor(s)
- any associated encumbrances, caveats and notices
- diagram location
- dealing activity in the last 125 days
- owners corporation (if applicable).

View a [sample title search result](#).

- On the search details input screen, enter a volume, folio, your reference and search.

### VIC Lands Title Multi Search

Enter details below and click Search to view results.  
Please ensure you use the appropriate title reference for your search. Cancelled titles can be returned and are chargeable.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Volume *	Folio *	Your Reference
eg. 10167	eg. 084	
1. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
2. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
3. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
4. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
5. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
6. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
7. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
8. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
9. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
10. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>

Note: A title reference has a 1 to 5-digit volume number followed by a 3-digit folio number.

If you don't have the title reference, retrieve this information using a [land index search](#).

- Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

## 2.3 Imaged plan search

Imaged plans show:

- ▶ land parcel boundaries and details
- ▶ depth limitations, easements and other information traditionally recorded on a title.

The search results are scanned images of the original plan the land registry holds. Where available, you'll also receive the owners corporation basic report(s).

View a [sample imaged plan](#).

- On the search details input screen, enter the plan type, number and your reference. Select **\$ Search \$**.

### VIC Lands Imaged Plans Multi Search

Enter details below and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Plan Type *	Plan Number *	Your Reference
	eg. 325632Y	
1. <div style="border: 1px solid #ccc; padding: 2px;">Select ... Select ...</div>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. CP	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3. CS	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. GL	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
5. LP	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
6. PC	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
7. PS	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
8. RP	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
9. SP	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
10. TP	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
1. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
2. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
3. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
5. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
6. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
7. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
8. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
9. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
10. <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Note: You need a plan reference for this search. This includes:

- ▶ plan type (two letters)
- ▶ plan number (up to six digits).

Don't include leading zeros in the plan number or the plan type.

View the [valid plan types](#).

2. Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

Note: The owners corporation basic report is included, where available, each time you order a copy of an imaged plan. It is part of the plan purchase price.

The report will include information such as:

- ▶ land affected by owners corporation
- ▶ limitations on owners corporation
- ▶ postal address for service of notices
- ▶ rules
- ▶ additional rules
- ▶ notations
- ▶ entitlements and liability (won't include folio references).

## 2.4 Instrument search

An instrument is a document that has been lodged at a land registry and has been processed and registered. An instrument search will provide an imaged copy of the instrument. Some examples include transfers, mortgages and caveats.

You lodge these documents as a dealing. They become instruments when they're registered on a title.

View a [sample instrument](#).

1. On the search details input screen, enter the instrument number, your reference, and select **\$ Search \$**.

### VIC Lands Instrument Multi Search

Enter details below and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Instrument *	Your Reference
eg. T123456Y	
1. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
2. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
3. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
4. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
5. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
6. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
7. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
8. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
9. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
10. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

2. Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

## 2.5 Title diagram search

A title diagram is part of an imaged title showing the land parcel boundaries and details. Title diagrams are used when a title is automated, and an imaged plan is not available (mostly crown titles).

The imaged title for the title diagram isn't current. A watermark displays on the image to show it doesn't include any changes since the title became automated.

Title diagrams are gradually being replaced by imaged plans.

View a [sample title diagram](#).

1. On the search details input screen, enter a volume, folio, your reference and search.

### VIC Lands Title Diagrams Multi Search

Enter details below and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Volume *	Folio *	Your Reference
eg. 10167	eg. 084	
1. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
2. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
3. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
4. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
5. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
6. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
7. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
8. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
9. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
10. <input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>

2. Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

## 2.6 Owners Corporation premium reports

The Owners Corporation premium report will include information such as:

- ▶ land affected by owners corporation
- ▶ limitations on owners corporation
- ▶ postal address for service of notices
- ▶ rules
- ▶ additional rules
- ▶ notations
- ▶ entitlements and liability
- ▶ folio references
- ▶ name/details of the owners corporation manager.

View a [sample owners corporation premium report](#).

1. Enter the plan details, owners corporation number (if available), and select **\$ Search \$**.

### VIC Lands Owners Corporation Premium Reports Multi Search

Enter all required details and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Owners Corporation Number	Plan Type *	Plan Number *	Your Reference
eg. 2		eg. 1320	
1. <input style="width: 60px;" type="text"/>	Select ... Select ... CS PS RP SP Select ...	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
2. <input style="width: 60px;" type="text"/>		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
3. <input style="width: 60px;" type="text"/>		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
4. <input style="width: 60px;" type="text"/>		<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
5. <input style="width: 60px;" type="text"/>	Select ...	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
6. <input style="width: 60px;" type="text"/>	Select ...	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
7. <input style="width: 60px;" type="text"/>	Select ...	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
8. <input style="width: 60px;" type="text"/>	Select ...	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
9. <input style="width: 60px;" type="text"/>	Select ...	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
10. <input style="width: 60px;" type="text"/>	Select ...	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>

2. Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

## 3 Land index search

The land index cross-references information to allow you to search on property using:

- ▶ owner name
- ▶ address
- ▶ lot/plan
- ▶ volume/folio (title reference).

With the property description from the land index, you can order titles, plans and property certificates. The type of land index search you do will usually depend on the information you have about a property.

### 3.1 Land index by owner name search

The owner name search provides the title reference (volume/folio), municipality and lot/plan descriptions for all properties the subject name holds.

**Note:** The land index by owner name search is only available for use subject to users signing a [LANDATA® Deed of Grant](#) in accordance with the requirements of the *Privacy and Data Protection Act 2014* (Vic).

Once you've printed and signed the deed, email it along with your Confirm account code to [confirm@citec.com.au](mailto:confirm@citec.com.au).

Once we receive it, our Customer Service Centre will enable your account with access.

View a [sample owner name search result](#).

Search type	Descriptions
Individual exact match	You can add initials, but they're not recommended.
Individual browse	Display the best results first. You can add initials, but they're not recommended.
Organisation exact match	Don't include abbreviations such as 'Pty'.
Organisation browse	Displays the best results first. Don't include abbreviations such as 'Pty'. Includes phonetic matches.

Search type	Descriptions
Unordered name browse	Displays best results from first name and surname. Includes phonetic matches.
Surname browse	Displays the best results first and includes phonetic matches.

1. Enter your reference, select a search type and provide the requested details. Then, search.

### VIC Lands Land Index By Owner Name Search

Select a Search Type, enter details and click Search to view results.  
 Browse searches will return a list of similar names at no charge. Selecting names from the browse list will incur a fee.  
 Exact Match searches will only search for the name entered and will incur a fee, even if the name is not found.  
 \* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

**Your Reference**

**Search Type** Select ... \*

Select ...  
 Individual Browse  
 Organisation Browse  
 Unordered Name Browse  
 Surname Browse  
 Individual Exact Match  
 Organisation Exact Match

**Email**

Personal copy of my results emailed to:

2. For browse search types, a list of potential matches will display. Locate the relevant result and select **\$ Order Report \$**.

### VIC Lands Land Index By Owner Name Browse

Click individual links below to order a detailed report.  
**Note:** Match Level indicates the degree of certainty of the result, with 1 being the highest certainty.

**Your Search**

Your Reference: test  
 Search Type: Individual Browse  
 Search Criteria History: SMITH, JOHN

**Your Results**

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Provided on: 18/01/2022 01:37PM  
 Provider Searched With: SMITH, JOHN

Name	Match Level
SMITH, JOHN HENRY <a href="#">\$ Order Report \$</a>	1
SMITH, JAN <a href="#">\$ Order Report \$</a>	1

3. The result summary will display. Select **Print** to view a PDF version of your result.

## 3.2 Land index by lot/plan search

The lot/plan search provides the following information:

- ▶ parish/municipality details
- ▶ owners corporation
- ▶ related title reference/s (volume/folio numbers).

View a [sample lot/plan search result](#).

1. On the search details input screen, enter your reference, plan details and select **\$ Search \$**.

### VIC Lands Land Index By Lot/Plan Search

Enter details below and click Search to view results.  
If an exact match is not found, a free browse list will be displayed.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

<b>Your Reference</b>	<input type="text"/>
<b>Plan Details</b>	Lot(s) <input type="text"/> eg. 2 or 1,3,5 or 1-20 Type <input type="text" value="Select ..."/> * Number <input type="text"/> * eg. 325632Y
<b>Email</b>	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

**Note:** If you don't enter a lot number and more than one lot on the plan is available, a browse list displays. You can then select a property from the addresses available. For more information, please see [valid plan types](#).

2. Your search will proceed to a results screen. Select **Print** to view a PDF version of your result.

### 3.3 Land index by volume/folio search

The volume/folio search provides:

- ▶ lot/plan details
- ▶ address
- ▶ parish/municipality details
- ▶ proprietor(s)
- ▶ owners corporation
- ▶ child/parent volume folio.

View a [sample volume/folio search result](#).

1. Enter the volume, folio, your reference, and select **\$ Search \$**.

#### VIC Lands Land Index By Volume/Folio Search

Enter details below and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

<b>Your Reference</b>	<input type="text"/>
<b>Title Reference</b>	Volume <input type="text"/> * / Folio <input type="text"/> * eg. 10167/084
<b>Email</b>	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to: <input type="text"/>

2. Your search will proceed to a results screen. Select **Print** to view a PDF version of your result.

### 3.4 Land index by address search

The address search provides:

- ▶ title reference (volume/folio)
- ▶ municipality
- ▶ council property number (where available)
- ▶ lot/plan descriptions.

View a [sample address search result](#).

1. Enter your reference, select a search type and provide the requested details. Then, search.

## VIC Lands Land Index By Address Search

Select a Search Type, enter details and click Search to view results.

This search will return a browse list of similar addresses at no charge. Selecting names from the browse list will incur a fee.

\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Search Type	Select ... * Select ... Suburb Browse Postcode Browse Municipality Browse
Email	<input type="text"/> If yes, I would like an additional copy of my results emailed to:
<input type="text"/>	
<input type="button" value="Clear All"/>	<input type="button" value="Search"/>

**Note:** Unfortunately, not all Victorian addresses match land parcels. So, searching the land index with a street address doesn't always yield results.

If the suburb browse doesn't work, try the postcode or municipality browse.

2. A list of potential matches will display. Locate the relevant result and select **\$ Order Report \$**.
3. Your result displays. Select **Print** to view a PDF version of your result.

## 4 Title tracking

These services allow you to track progress, and check activity, on titles and dealings.

### 4.1 Final search

The final search lists the current status and reference (within the Victorian Land Registry) of any unregistered dealings that affect a title from the last 125 days.

View a [sample final search result](#).

1. On the search details input screen, enter a volume, folio, your reference and search.

#### VIC Lands Final Multi Search

Enter details below and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Volume *	Folio *	Your Reference
eg. 10012	eg. 768	
1. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
2. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
3. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
4. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
5. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
6. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
7. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
8. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
9. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
10. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>

2. Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

## 4.2 Issue search

The issue search identifies the last issue date of a title or instrument and the party it was issued to after the registration of dealing/s.

View a [sample issue search result](#).

1. On the search details input screen, select the document, enter its number and your reference. Then, select **\$ Search \$**.

### VIC Lands Issue Multi Search

Enter details below and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Document Type *	Document ID *	Your Reference
	eg. 10167/084 or X649313S	
1. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
2. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
3. <input type="text" value="Instrument Title"/>	<input type="text"/>	<input type="text"/>
4. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
5. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
6. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
7. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
8. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
9. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
10. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>

2. Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

## 4.3 Prelodgement check search

This search can determine whether a duplicate title is available or has been nominated by the controlling party before lodging a dealing.

View a [sample prelodgement search result](#).

1. On the search details input screen, enter a title reference, your reference and search.

### VIC Lands Prelodgement Check Multi Search

Enter all required details and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Title Reference *	Your Reference
eg. 10167/084	
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>

2. Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

## 4.4 Dealing search (unregistered instruments)

A dealing search enables you to determine the progress (status) of a dealing. It also shows, where available, the controlling party and further details such as date lodged and affected folios for a nominated dealing number.

View a [sample dealing search result](#).

1. On the search details input screen, enter the dealing number, your reference, and select **\$ Search \$**.

### VIC Lands Dealing Multi Search

Enter all required details and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Dealing *	Your Reference
eg. T123456Y	
1. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
2. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
3. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
4. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
5. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
6. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
7. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
8. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
9. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
10. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

2. Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary screen and access your search results.

## 4.5 Titles affected by an instrument search

This search identifies each title an instrument affects. The result includes:

- ▶ instrument type
- ▶ registration date
- ▶ whether instrument is imaged
- ▶ affected title/s by volume and folio.

View a [sample titles affected by instrument search result](#).

1. On the search details input screen, enter the instrument number, stage and page number (optional), and your reference. Then, select **\$ Search \$**.

### VIC Lands Titles Affected By An Instrument Multi Search

Enter all required details and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Instrument *	Stage Number	Page Number *	Your Reference
eg. T123456Y			
1. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
2. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
3. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
4. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
5. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
6. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
7. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
8. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
9. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
10. <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

**Note:** **Stage number** applies to some registered plans and subdivision plans where the land subdivides in stages and the instruments that affect the land alter as each stage is completed.

**Page number** applies to the register and record book, deposited deed and government gazette. You can nominate the page of interest where an instrument has multiple.

2. Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

## 4.6 Historical search

The historical search provides the following information, where applicable:

- ▶ folio creation details
- ▶ record of Victorian Online Title System (VOTS) and Automated Land Title System (ALTS) dealings
- ▶ image of paper title (where available)
- ▶ VOTS snapshot.

View a [sample historical search result](#).

Significant information such as past land descriptions and proprietor details can also be available.

1. On the search details input screen, enter a volume, folio, your reference and search.

### VIC Lands Historical Multi Search

Enter details below and click Search to view results.  
\* denotes mandatory fields and \* denotes conditional fields. Please refer to help for further information.

Yes, I would like an additional copy of my results emailed to:

Volume *	Folio *	Your Reference
eg. 10012	eg. 768	
1. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
2. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
3. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
4. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
5. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
6. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
7. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
8. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
9. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>
10. <input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 150px;" type="text"/>

2. Your search will proceed to a results screen. Once the completed result is available, select **COMPLETED** to continue to the result summary and access your search results.

## 5 Manual requests

Occasionally, you might request a document that isn't available electronically through Landata®. We can help to manually retrieve your documents if you send through a request.

The average delivery time for manual documents is three business days. However, this may vary based on the title office's workload and document availability.

1. To request a manual search, select **MORE INFO** on the results page.

**VIC Lands Imaged Plans Multi Search Results**

Click the Result links to view individual search results.  
 WARNING: Do not refresh this screen - **you will incur extra charges**.  
 If the Refresh button is clicked each search will be resubmitted (whether the Result is completed or not) and another fee will be charged.

Your Search	Your Reference	Result
Plan Type PS Plan Number 123456	test	<a href="#">MORE INFO</a>

2. After checking the document reference is correct, provide delivery details and select **\$ Order \$**.

**VIC Lands Manual Imaged Plans Search**

**Your Search**

Your Reference test  
 Plan Type PS  
 Plan Number 123456

**Your Results**

An online plan is not available for PS123456. The Victorian Titles Office advises: Plan PS123456W is not imaged.  
 Please check your search criteria before proceeding. If you still believe the plan does exist complete the delivery details section below and click Order. One of our experienced Search Agents will then attempt a manual retrieval of the document. Please note not all documents will be retrievable.  
 The average delivery time for manual documents is three working days. However, this may vary dependant on the workload of the Victorian Titles Office and availability of the document. Please allow extra time for postal delivery.

**Delivery Details**

<b>Search Request</b>	VIC Lands Manual Imaged Plans Search
<b>Delivery Method</b>	E-mail <span style="float: right;">*</span>
<b>Delivery Profile</b>	Select ... <span style="float: right;">* ⚠ New</span>

Set to be default profile

## 6 Other related services

### 6.1 Vic conveyancing

We offer conveyancing due diligence searching for properties in Victoria, providing an extensive range of property certificates from councils and local authorities.

For more information on these services, view our [Vic conveyancing user guide](#).

### 6.2 MapshareVic

The MapshareVic link will take you to an external website for MapshareVic. This web mapping application allows you to interact with property, forest, public land and water maps.

#### VIC Lands Menu

<b>Land Documents</b> <ul style="list-style-type: none"><li><a href="#">Quick Search</a></li><li><a href="#">Title Search</a></li><li><a href="#">Imaged Plans</a></li><li><a href="#">Instrument Search</a></li><li><a href="#">Title Diagrams</a></li><li><a href="#">Owners Corporation Premium Reports</a></li></ul>	<b>Title Tracking Services</b> <ul style="list-style-type: none"><li><a href="#">Final Search</a></li><li><a href="#">Issue Search</a></li><li><a href="#">Prelodgement Check</a></li><li><a href="#">Dealing Search</a></li><li><a href="#">Titles Affected By An Instrument</a></li><li><a href="#">Historical Search</a></li></ul>
<b>Land Index Searches</b> <ul style="list-style-type: none"><li><a href="#">Owner Name</a></li><li><a href="#">Lot/Plan</a></li><li><a href="#">Volume/Folio</a></li><li><a href="#">Address Search</a></li></ul>	<b>Other Related Searches</b> <ul style="list-style-type: none"><li><a href="#">VIC Conveyancing</a></li><li><a href="#">MapshareVic</a></li></ul>

## 7 Appendix 1 – valid plan types

Plan type	Description	Valid ranges
CP	Plan of consolidation	100000 to 109999, 150000 to 199999
CS	Cluster subdivision/plan	1000 to 9999
LP	Lodged plan	1 to 99999, 110000 to 149999, 200000 to 299999
PC	Plan of consolidation	350001 to 400000, 450001 to 500000 etc
PS	Plan of subdivision	300001 to 350000, 400001 to 450000 etc
RP	Registered plan	1 to 19926 (URDS)
SP	Survey plan	1 to 99999 (ALTS), 19927 to 999999 (URDS)
TP	Title plan	1 to 999999

**Note:** The numbers for PC and PS alternate every 50000.