

WA land searches

User guide

CITEC Confirm

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1 Introduction

You can access WA land information through the following searches:

- ▶ title
- ▶ check
- ▶ survey
- ▶ document
- ▶ name
- ▶ address.

1.1 Search tips

Our WA land search screens share common elements to simplify searches.

Email copy of your results

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



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

Title Reference *	Your Reference *
eg. 30498133	eg. Client101
1. <input type="text"/>	<input type="text"/>

Add a reference for your search

On the search input screen, you need to add your reference to easily identify your search later.

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 \$** button to proceed with your order.

WA Lands Title Multi Search

Enter details below and click Search to view results.
 If a cancelled title reference (volume/folio) is entered, the cancelled title will be returned and is chargeable.
 Note: * 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: *

An email address is required for delivery of some results.

Volume *	Folio *	Your Reference
eg. LR3112, 46	eg. 6, 173A	
1. <input type="text" value="LR1234"/>	<input type="text" value="1"/>	<input type="text" value="Example"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>

Retrieve your results and order related searches

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

WA Lands Title Multi Search Results

Click the Result link(s) to view individual search result(s).

Your Search	Your Reference	Result
Volume LR1234 Folio 1	Example	COMPLETED

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

WA Lands Title Search Result Summary

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

Your Search

Your Reference	Example
Volume	LR1234
Folio	1

Your Results

[View Title LR1234/1](#)

[View Search Receipt](#)

Other Related Searches

[Order Check Search on LR1234/1](#)

Retrieve your results

Real-time results will display within minutes and are also available from the CITEC Confirm inbox for 30 calendar days after you complete your search. A search may have one of the following result statuses:

- ▶ **Completed:** displays when your search has returned a result online.
- ▶ **Ordered:** 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. In these instances, you'll receive results in your nominated email address within three business days.

Selecting **ORDERED** will display an order confirmation.

WA Lands Title Search Confirmation

Your title was not found online and has been submitted for manual processing.
Please click Print for a PDF version of this confirmation page to retain for your records.

[Print](#)

Order Details

Confirm Reference	0000001
Account Code	TEST-USER
Order Date/Time	19-Dec-2008 10:26 AM
Delivery Method	E-mail
Search Request	WA Lands Title Search
Search Receipt	View Search Receipt

Recipient Details

Email	name@company.com.au
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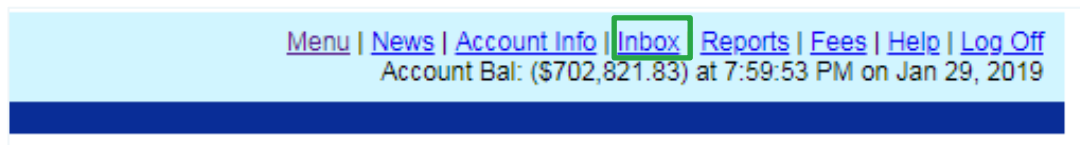
Your Search

Your Reference	Example
Volume	LR1234
Folio	1

Results are stored in your Confirm inbox

For most WA land searches, you can view your results online immediately. The results are also stored in the Confirm inbox for 30 business days.

Access your inbox from the header menu located at the top right of every screen.



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

Inbox Results

Click the result link to view the search results or details link for transaction history.

Please note: Results listed below as **ERROR** may have since been progressed to **COMPLETED** if you corrected and resubmitted them. Resubmission generates new transactions visible via this inbox.

To avoid duplication of charges please check carefully before resubmitting any transactions marked **ERROR**.

If in any doubt, please check your usage reports.

Your Search

Application WLAN - WA Lands System
 Display Results For Account
 Date For today
 Sort By Date

Your Results

Date/Time	User	Search Name	Your Reference	Confirm Reference	Provider Reference	Your Result (click to View)	Transaction Details
22/09/2021 13:24:31	CITIZJ	WA Lands Name Search	test	101626843		COMPLETED	Info

1.2 Start searching

- From the Confirm main menu, select **WA 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
- 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
 - VIC Magistrates Court eFiling
 - Court Filing - Manual Services
 - QCAT - Neighbourhood Disputes Registry Search (Tree and Fence)
- Police Searches**
 - QLD Property Crime Reports
 - QLD Traffic Incident Reports
 - VIC Crime Reports

- Select the search you require.

WA Lands Menu

- Title Search
- Check Search
- Survey Search
- Document Search
- Name Search
- Address 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.

[Menu](#) | [News](#) | [Account Info](#) | [Inbox](#) | [Reports](#) | [Fees](#) | [Help](#) | [Log Off](#)
 Account Bal: (\$702,821.83) at 7:59:53 PM on Jan 29, 2019

2 Title search

This search will produce a copy of a certificate of title, crown lease, land records, or memorial book.

Where possible, a successful order may return details such as:

- ▶ land description
- ▶ registered proprietor
- ▶ limitations, interests, encumbrances and notifications
- ▶ previous title number
- ▶ sketch of land reference
- ▶ property street address
- ▶ local government area
- ▶ copy of the sketch/plan (except for strata plans).

View a [sample title](#).

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

WA Lands Title Multi Search

Enter details below and click Search to view results.
 If a cancelled title reference (volume/folio) is entered, the cancelled title will be returned and is chargeable.
 Note: * 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: *

An email address is required for delivery of some results.

Volume *	Folio *	Your Reference
eg. LR3112, 46	eg. 6, 173A	
1. <input type="text" value="LR1234"/>	<input type="text" value="1"/>	<input type="text" value="Example"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>

Note: A reduced title fee will apply if you perform a title search after a check search on the same calendar day, using the same title reference.

Note: Title references can be in these formats:

- ▶ CL579 1992
- ▶ LR3099/591
- ▶ 1159/79
- ▶ 277/197a
- ▶ 1502 599
- ▶ 4-328a.

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

3 Check search

A check search reveals any activity on a title during a specified period. The time specified starts from today's date as a start time and searches back to the 'From' date you specify. The maximum range for this search is three months before today's date.

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

1. On the check search screen, enter a volume, folio, from date (if required), your reference, then search.

Note: If you leave the 'From' date field blank, the search defaults to three months before today's date.

WA Lands Check Multi Search

Enter details below and click Search to view results.

Date Range will default to the last three months if not entered.

Note: * 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 *	Date Range	Your Reference
eg. LR3112, 46	eg. 6, 173A	<i>Enter a From date within the last three months.</i>	
1. <input type="text" value="LR1234"/>	<input type="text" value="1"/>	From <input type="text" value="21/11/2008"/> to 19/12/2008	<input type="text" value="Example"/>
2. <input type="text"/>	<input type="text"/>	From <input type="text"/> to 19/12/2008	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	From <input type="text"/> to 19/12/2008	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	From <input type="text"/> to 19/12/2008	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	From <input type="text"/> to 19/12/2008	<input type="text"/>
6. <input type="text"/>	<input type="text"/>	From <input type="text"/> to 19/12/2008	<input type="text"/>
7. <input type="text"/>	<input type="text"/>	From <input type="text"/> to 19/12/2008	<input type="text"/>
8. <input type="text"/>	<input type="text"/>	From <input type="text"/> to 19/12/2008	<input type="text"/>
9. <input type="text"/>	<input type="text"/>	From <input type="text"/> to 19/12/2008	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	From <input type="text"/> to 19/12/2008	<input type="text"/>

- Your search will proceed to a Results page. Select **COMPLETED** to continue to the Result Summary page and access your results.

4 Survey search

A survey is a diagram of a parcel of land showing the dimensions of the land parcel and other details collected when the land was last surveyed. Survey types include:

- ▶ diagrams
- ▶ plans/deposited plans
- ▶ strata/survey strata.

View a sample survey:

- ▶ [diagram](#)
- ▶ [plan](#)
- ▶ [strata plan.](#)

1. On the search details input screen, select a survey type from the dropdown list, enter a survey number, your reference, then search.

WA Lands Survey Multi Search

Enter details below and click Search to view results.
 If a cancelled Survey Number is entered, the cancelled survey will be returned and is chargeable.
 Note: * 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: *

An email address is required for delivery of some results.

Survey Type *	Survey Number *	Your Reference
1. <input type="text" value="Plan/Deposited Plan"/>	eg. 38314 <input type="text" value="00001"/>	<input type="text" value="Example"/>
2. <input type="text" value="Select ..."/>	<input type="text"/>	<input type="text"/>
3. <input type="text" value="Select ..."/>	<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"/>

Note: Survey numbers have 1–6 digits and contain only numbers.

2. Your search will proceed to a Results page. Select the **COMPLETED** link to continue to the Result Summary page and access your results.

5 Document search

Some document types you can order through a document search include:

- ▶ caveats
- ▶ transfers
- ▶ mortgages.

View a [sample transfer of land](#).

1. On the search details input screen, enter a document number and reference, select a page option from the dropdown list, and search.

Note: For Year Documents, for example, 123456A/1969, you must also select a document type from the dropdown list.

As many documents can contain large page numbers, use the 'Page Options' dropdown list to narrow down the results that return to either:

- ▶ all pages
- ▶ default pages.

WA Lands Document Multi Search

Enter details below and click Search to view results. A Document Type is required only if the Document Number references a year document, eg. 1234/1891.
 For information on Page Options please refer to help.
 Note: * 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: *

An email address is required for delivery of some results.

Document Number *	Document Type *	Page Options *	Your Reference
eg. D123456			
1. <input type="text" value="J000000"/>	<input type="text" value="Select ..."/>	<input type="text" value="All Pages"/>	<input type="text" value="Example"/>
2. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/>
3. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/>
4. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/>
5. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/>
6. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/>
7. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/>
8. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/>
9. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/>
10. <input type="text"/>	<input type="text" value="Select ..."/>	<input type="text" value="Select ..."/>	<input type="text"/>

- Your search will proceed to a Results page. Select **COMPLETED** to continue to the Result Summary page and access your results.

6 Name search

This search will provide a summary list of registered names/organisation names matching your search criteria, including where available:

- ▶ registered name/organisation name
- ▶ street address
- ▶ title reference
- ▶ parcel identifier
- ▶ other related searches.

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

1. On the search details input screen, enter your reference. Then select from the 'Search By' dropdown box either an individual name or organisation name.

a) For an **individual name** search, enter a surname, given name(s) and your email (optional).

WA Lands Name Search

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

Your Reference	<input type="text"/>
Search By	Individual Name <input type="text"/> *
Name Details	Surname <input type="text"/> * eg. Jones
	Given Name(s) <input type="text"/> eg. Glenn
Email	<input type="checkbox"/> Yes, I would like an additional copy of my results emailed to:
	<input type="text"/>

b) For an **organisation name** search, enter an organisation name.

WA Lands Name Search

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

Your Reference	<input type="text"/>
Search By	Organisation <input type="text"/> *
Organisation	<input type="text"/> * eg. CITEC Confirm
Email	<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 page, which will display your search criteria and results.

WA Lands Name Search Result

Click Print to view a print friendly version of your result.

Other types of searches can be performed using your result(s). To start one of these searches choose an appropriate link from the Other Related Searches column below.

Your Search

Your Reference	Example
Surname	Smith
Given Name(s)	John

Your Results

Print

Provided on 13-Jan-2009 04:24 PM

Search Receipt [View Search Receipt](#)

Registered Name	Street Address	Title Reference	Parcel Identifier	Other Related Searches
JOHN J. SMITH	1 JONES ST WILLETTON 6155	1234 / 123	Lot 1497 On Plan 456789	Order Title 1234/123 Order Survey for Lot 1497 On Plan 456789
JOHN C. SMITH	101 QUEEN ST PERTH 6000	5678 / 456	Lot 359 On Plan 987654	Order Title 5678/456 Order Survey for Lot 359 On Plan 987654

7 Address search

This search will provide a summary of properties matching your search criteria, including where available:

- ▶ street address
- ▶ title reference
- ▶ parcel identifier
- ▶ other related searches.

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

1. On the address search screen, enter your reference, street details, suburb and your email (optional), then search.

Note: When entering a suburb, you can enter (at least) the first three letters. Then click **Select Suburb** to browse suburbs that match these letters.

WA Lands Address Search

Enter Street Details and a Suburb and click Search to view results.
 * denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference	<input type="text"/>
Street Details	Unit Number <input type="text"/> Street Number <input type="text"/> Street Name <input type="text"/> * Street Type <input type="text" value="Select ..."/>
Suburb	<input type="text"/> * Select Suburb <i>Enter at least the first three (3) letters of the suburb then click Select Suburb.</i>
Email	<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 page, which will display your search criteria and results.

WA Lands Address Search Result

Click Print to view a print friendly version of your result(s).
 Other types of searches can be performed using your result(s). To start one of these searches choose an appropriate link from the Other Related Searches column below.

Your Search

Your Reference	Example
Unit Number	
Street Number	1
Street Name	Smith
Street Type	Street
Suburb	East Perth

Your Results

Provided on 13-Jan-2009 03:48 PM
 Search Receipt [View Search Receipt](#)

Street Address	Title Reference	Parcel Identifier	Other Related Searches
1 SMITH STREET PERTH 6000	1234 / 123	Lot 1 On Strata Plan 12345	Order Title 1234/123 Order Survey for Lot 1 On Strata Plan 12345