

NT land searches

User guide

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Innovative Information Solutions

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1 Introduction

You can complete NT land searches through our document ordering system. Simply submit your order online and we'll process your request. Our Customer Service Centre will email your result within one business day.

Our NT land search provides the following information, where available:

- ▶ search certificate (commonly referred to as a certificate of title)
- ▶ title diagram
- ▶ records of administrative interests and information.

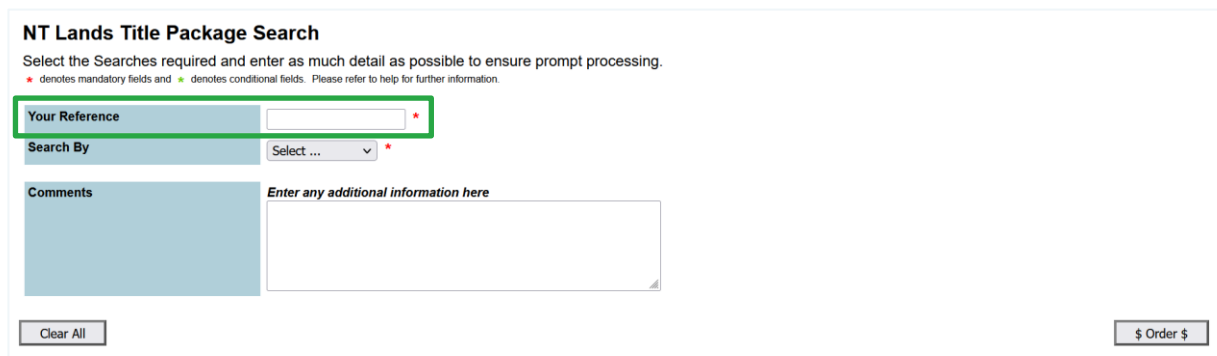
View a [sample NT land search result](#).

1.1 Search tips

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

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.



The screenshot shows a web form titled "NT Lands Title Package Search". Below the title is a instruction: "Select the Searches required and enter as much detail as possible to ensure prompt processing." A legend indicates that a red asterisk (*) denotes mandatory fields and a green asterisk (*) denotes conditional fields. The form contains three main sections: "Your Reference" with a text input field marked with a red asterisk; "Search By" with a dropdown menu marked with a red asterisk; and "Comments" with a large text area and the prompt "Enter any additional information here". At the bottom left is a "Clear All" button, and at the bottom right is a "\$ Order \$" button.

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 **\$ Order \$** to proceed with your order.

Check on your order

You can view order information from your Confirm inbox.

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 ALL
 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
25/09/2023 13:41:03	SMITHJ	NT Lands Title Package	JS-12345	102373604		ORDERED	Info

1.2 Start searching

- From the Confirm main menu, select **NT 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](#)
- [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](#)

Information on ordering all search types is in the following sections. 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 2:18:48 PM on Jul 18, 2023

2 Delivery profiles

Manual searches require profiles to deliver results. The delivery address you store in your profile is also used to email online search results.

Below are instructions on how to select, create, update and delete delivery profiles.

2.1 Select your profile

Each time you start a document ordering search, you'll be asked for a profile. Your CITEC Confirm profile stores delivery information for manual NT land searches.

Simply pick a delivery profile and select **Next**.

NT Lands Title Package Search Profile Selection
Select your delivery preferences then click Next.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Search Request	NT Lands Title Package
Delivery Method	E-mail * v
Delivery Profile	Select ... * New <input type="checkbox"/> Set to be default profile
Delivery of this order	<i>Alter the delivery details for this request only, or enter details not in the profile. (To permanently change your delivery details please use the New, Modify, or Copy buttons above)</i>
Given Name(s)	<input type="text"/>
Surname	<input type="text"/>
Organisation	<input type="text"/>
Email	<input type="text"/>
Fax	<input type="text"/> - <input type="text"/>
Phone	<input type="text"/> - <input type="text"/>
Mobile	<input type="text"/>

[Clear All](#)[Next](#)

Note: Fill in the fields under **Delivery of this order** to provide specific delivery details for an order.

2.2 Create a new delivery profile

To create a new profile, select **New** and complete the details.

2.3 Update an existing delivery profile

1. To change an existing profile, select the relevant delivery profile from the dropdown list.
2. Select **Modify**. Add or update details and select **Save**.
3. Your new or updated profile will be in the dropdown list, and you can proceed.

Profile Maintenance

Modify the details below as required then click on Save to save any changes

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

Recipient Details	<i>Update or Enter Recipient Details</i>	
Title	Mr <input type="text"/>	
Given Name(s)	<input type="text"/> *	
Surname	<input type="text"/> *	
Profile Reference	<input type="text"/> Profile Reference can be used to help identify multiple recipient profiles	
<input type="checkbox"/> Set to be default profile		
Job Title	<input type="text"/>	
Organisation	<input type="text"/>	
Email	<input type="text"/> *	
Mobile	<input type="text"/> *	
Phone	<input type="text"/> - <input type="text"/> *	
Fax	<input type="text"/> - <input type="text"/>	
Postal Address	<i>Enter a Street Address OR a Post Box Address</i>	
Floor/Level/Unit	<input type="text"/> eg. Level 1	
Property/Building	<input type="text"/> eg. AMP Building	
Street	Number <input type="text"/> * Name <input type="text"/> * Type <input type="text" value="Street"/> *	
Post Office Box	<input type="text"/> * eg. PO Box 78	
Suburb/Town	<input type="text"/> * Select Suburb	
<i>Enter at least the first three (3) letters of the suburb then click Select Suburb</i>		
State	<input type="text"/> * Postcode <input type="text"/> *	
DX Details	<i>Enter DX details, if required</i>	
Number	<input type="text"/>	
Location	<input type="text"/>	

Note: Any profile changes made here affect your profile for your account across CITEC Confirm.

If you're uncertain that your profile details are current, or correct, please take this opportunity to update them.

2.4 Delete a profile

To delete a profile, select it from the dropdown list and select **Delete**.

3 Begin a search

To begin any search, enter your reference and select your **Search By** option:

- ▶ title reference
- ▶ address
- ▶ owner
- ▶ property
- ▶ survey plan (ensure you include a prefix in your search)
- ▶ tenure type.

Include the required details and click **\$ Order \$**.

Note: Your search result will contain, where available:

- ▶ search certificate (commonly referred to as a certificate of title)
- ▶ title diagram
- ▶ record of administrative interests and information.

If the title that you've requested is cancelled, we'll provide you with the most current title instead. However, if only a cancelled title is available, you'll receive that.

Refer to [Appendix A](#) for more information on what's included in a search result.

View a [sample NT land search result](#).

3.1 Search by title reference

Provide your reference and at least your volume and folio. Include the register book, if known.

NT Lands Title Package Search
Select the Searches required and enter as much detail as possible to ensure prompt processing.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference

*

Search By

Title Reference

*

Title Reference

Volume

/

Folio

eg. 10167/084

Register Book

[Select Register Book](#)

Comments

Enter any additional information here

Clear All

\$ Order \$

3.2 Search by address

Provide your reference and at least your street name and number. You can use the street type, suburb and unit number to narrow your search.

NT Lands Title Package Search
Select the Searches required and enter as much detail as possible to ensure prompt processing.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference

*

Search By

Address

*

Unit Number/Street Number

Unit

/

Number

eg. 1/123 or 123

Street Name

*

Street Type

Select ...

Suburb

Comments

Enter any additional information here

Clear All

\$ Order \$

3.3 Search by owner

Provide your reference and the organisation or individual's name. You can also provide the suburb, if known.

NT Lands Title Package Search
Select the Searches required and enter as much detail as possible to ensure prompt processing.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference

*

Search By

Owner

▼

*

Organisation Name

*

Surname

*

Given Name(s)

*

Suburb

Comments

Enter any additional information here

Clear All

\$ Order \$

3.4 Search by property

Provide your reference and the property name.

NT Lands Title Package Search
Select the Searches required and enter as much detail as possible to ensure prompt processing.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference

*

Search By

Property

▼

*

Property Name

*

Comments

Enter any additional information here

Clear All

\$ Order \$

3.5 Search by survey plan

Provide your reference and the lot and survey plan number. For the survey plan, ensure you include a prefix.

NT Lands Title Package Search
Select the Searches required and enter as much detail as possible to ensure prompt processing.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference

*

Search By

Survey Plan

*

Lot Number

*

Survey Plan

*

Comments

Enter any additional information here

Clear All

\$ Order \$

Most survey plans have the prefix S, L or LTO (depending on the type) followed by two or four numbers for the year and three digits for the plan number (for example, S85/123 or LTO2020/123).

3.6 Search by tenure type

Provide your reference and the tenure type and number.

NT Lands Title Package Search
Select the Searches required and enter as much detail as possible to ensure prompt processing.
* denotes mandatory fields and * denotes conditional fields. Please refer to help for further information.

Your Reference

*

Search By

Tenure Type

*

Tenure Type

* [Select Reference Type](#)

Tenure Number

*

Comments

Enter any additional information here

Clear All

\$ Order \$

3.7 Order confirmation

Once you've placed your order, a confirmation screen displays, listing the order details including the Confirm reference for the search.

We recommend that you retain this confirmation as a search record.

NT Lands Title Package Search Confirmation

Your request has been submitted for manual processing. Please click Print for a PDF version of this confirmation page to retain for your records.
All search results are delivered by your requested delivery method in one business day.

Print

Order Details

Confirm Reference	101796479
Account Code	CITC-STAN
Order Date/Time	21-Feb-2022 04:16 PM
Delivery Method	E-mail
Search Request	NT Lands Title Package
Search Receipt	View Search Receipt

Recipient Details

Recipient	Mr John Smith
Job Title	
Organisation	
Phone	
Mobile	0400000000
Email	John.Smith@email.com.au

Your Search

Your Reference	test
Search By	Title Reference
Volume	10167
Folio	084
Register Book Code	
Register Book	
Comments	

Appendix A – documents available

Your search result will contain, where available:

- ▶ search certificate (commonly referred to as a certificate of title)
- ▶ title diagram
- ▶ record of administrative interests and information.

View a [sample NT land search result](#).

Search certificate

A **Search certificate** produces a time-stamped record from the NT land titles office showing information for the subject property. Details that may appear on a certificate include:

- ▶ date registered
- ▶ volume and folio details
- ▶ duplicate certificate issued information
- ▶ property description
- ▶ area
- ▶ owner details
- ▶ dealings (including registered date, dealing number and description)
- ▶ title diagram.

Record of administrative interests and information

Details the parcel reference and information from the following custodians (where available):

Registrar General

- ▶ Area under title
- ▶ Tenure details
- ▶ Easements
- ▶ Scheme and body corporate name
- ▶ Reserved names
- ▶ Unit entitlements
- ▶ Transfers
- ▶ Historical title details

Surveyor General

- ▶ Address
- ▶ Survey plan reference and status
- ▶ Parcel status and area
- ▶ Parent parcels
- ▶ Map reference
- ▶ Proposed easements
- ▶ Survey and parcel comments
- ▶ Local government area and region

Valuer General

- ▶ Owner's last known address
- ▶ Unimproved capital values

Property purchasing

- ▶ Acquisitions

Building Advisory Service

- ▶ Building control areas
- ▶ Building permit details

Town Planning and Development Assessment Services

- ▶ Planning scheme zone
- ▶ Overlays
- ▶ Strategic frameworks
- ▶ Interim development control orders
- ▶ Planning notes
- ▶ Planning applications

Power and Water Corporation

- ▶ Meters on parcel

Pool Fencing Unit

- ▶ Swimming pool/spa status

Department of Industry, Tourism and Trade

- ▶ Mineral titles
- ▶ Energy titles
- ▶ Land access agreements

Other

- ▶ Pastoral land permits
- ▶ Site contamination assessment results
- ▶ Heritage listings

Note: The record of administrative interests and information is not part of the Land Register and is not guaranteed by the Northern Territory of Australia. The NT Government accepts no liability for any omission, misstatement or inaccuracy contained in this statement.