



Ordering a Certificate of Title

Land Enquiry Services Quick Guide

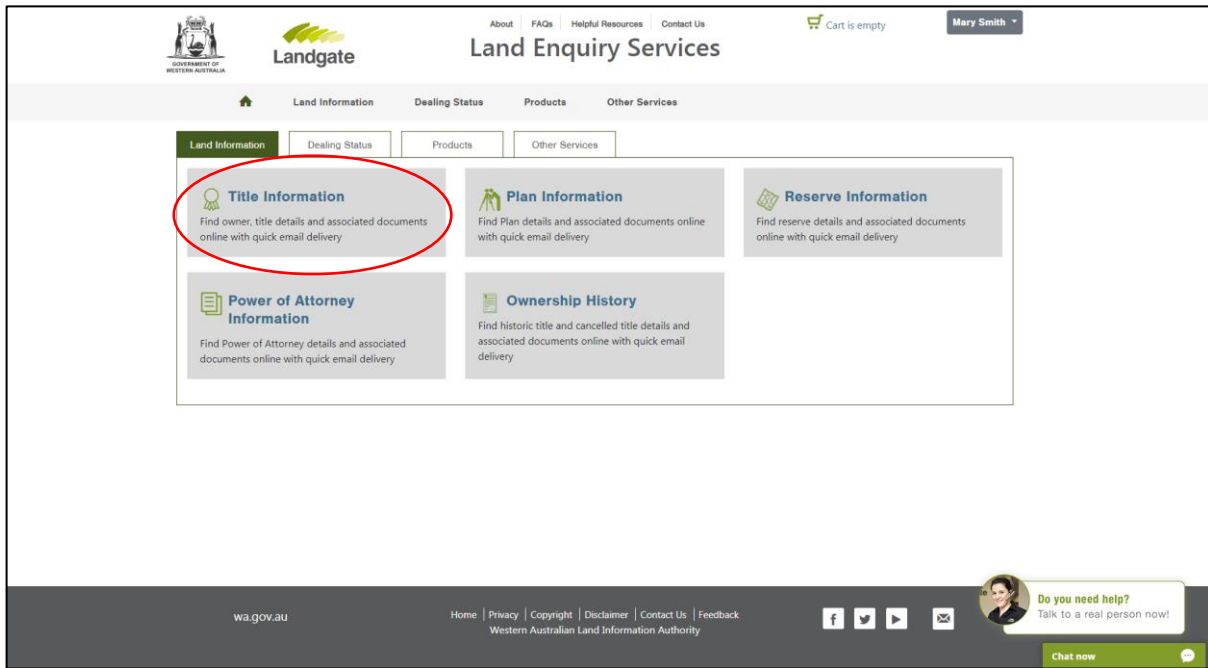
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Version: 1

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 MyLandgate account, and receive a PDF copy via email within 30 minutes of successful submission.

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'.

A screenshot of the 'Title Information' search form. It includes a section for 'Enquiry Options' with buttons for 'Address', 'Name', 'Lot on Plan', 'Certificate of Title', and 'Crown Allotment'. Below this are 'Type Ahead' and 'Structured' options. A text input field contains the example address 'e.g. 1 MIDLAND Square, MIDLAND 6056'. There are two buttons: 'Advanced Search Options' and 'Search'.

Adding the Product to Your Cart

Once the results appear on the screen, you can tick the box to add the Certificate of Title straight to your cart. If this lists more than one title, you can tick multiple boxes.



Alternatively, you can launch the Title Details screen to see more information.

Title Information

Enquiry Options

Address Name Lot on Plan Certificate of Title Crown Allotment

Type Ahead Structured

Enter a property address * 1 MIDLAND Square, MIDLAND 6056

Advanced Search Options Search

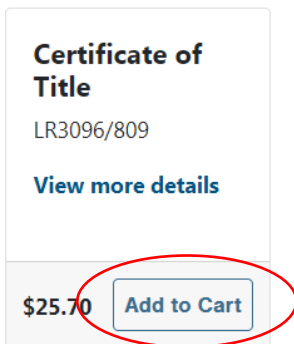
Add Certificate of Title to Cart	Certificate of Title	Parcel Identifier	Address
<input type="checkbox"/>	LR3096/809	Lot 11681 On Diagram 80203	1 Midland Square, MIDLAND 6056

Select Certificate of Title to add to Cart

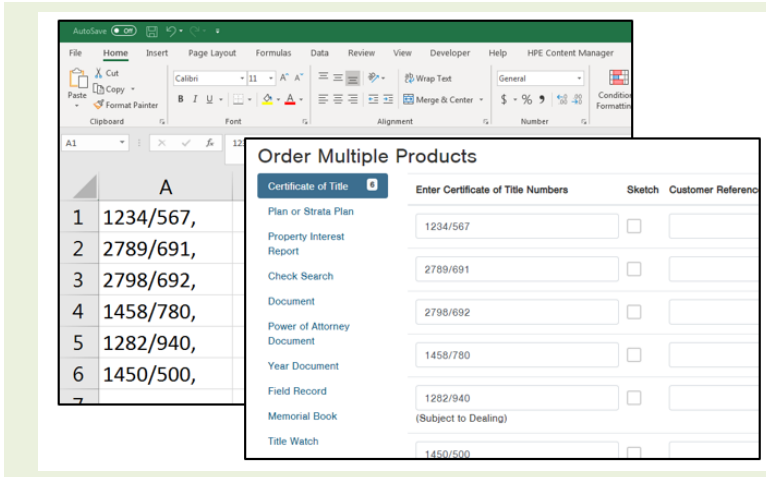
DID YOU KNOW?

If you want to see more details about a property, you can click on a result. This will launch the Title Details page, which provides you access to information, an image if available, and the related products for the property.

Once on the Title Details screen, scroll to the bottom of 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? Conduct a fresh search by entering new criteria to locate and add more products to your order.



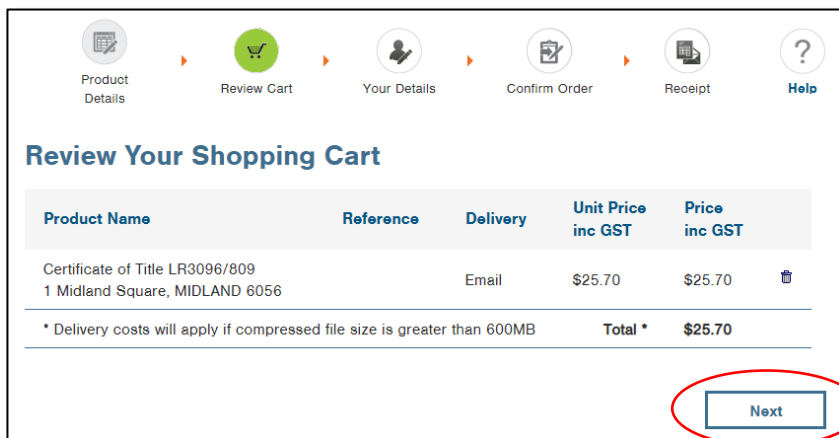
DID YOU KNOW?

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

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

Completing Your Order

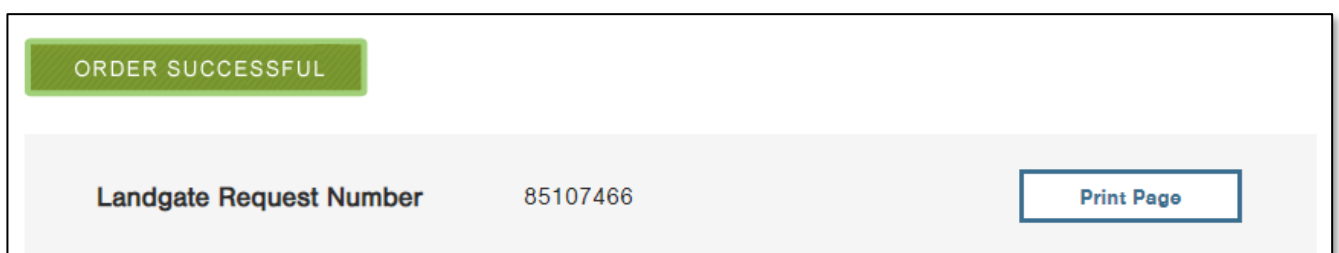
Click on the cart icon located at the top of the page to view the items you have added to your order.



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.



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.