

The Public Files Search If you do not find the property file in this system, please submit a Public Information Request to the Department of Public Safety.

Search Instructions:

- Click on the **“keyword”** button at the top of the screen
- Type in all or part of **XX-XXXXXX** address or the tax identification number into the search field. To search by tax account number, type in **XXXX-XXXX**
- Select category “ **all categories** ”
- Select search by “ **all words** ”, “ **any word** ”, or “ **any words** ”
- Select search where to highlight both name and description, especially if searching by tax account number
- The results are listed as pdf files. Click on the file to open it, save it, or print it.
- Please note that many properties will contain multiple files with a separate file for the well, for each building, and for each parcel.