



ACT
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Chief Minister, Treasury and Economic Development
Directorate

Access Canberra

ACTLIS

**(Australian Capital Territory Land
Information System)**

Subscriber Searching Guide

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A. FORWARD

ACTLIS is a new online Land Titles Register which has been developed to provide comprehensive searching and verification of ACT Land Titles. ACTLIS replaces the previous Land Titles Register, called Tarquin.

This guide provides instructions for users who wish to carry out land title searches, verify land title information and download this information. It will be a primary resource for all property related dealings for industry and public users.

B. HOW TO USE THIS GUIDE

This guide is designed to be used in conjunction with ACTLIS. It combines notes and screenshots as a step by step guide to searches.

C. WHATS NOT INCLUDED

The information contained in ACTLIS is derived from registered dealings which are processed by the ACT Land Titles Office. If a dealing has not been lodged and processed by the Land Titles Office, it will not appear in ACTLIS.

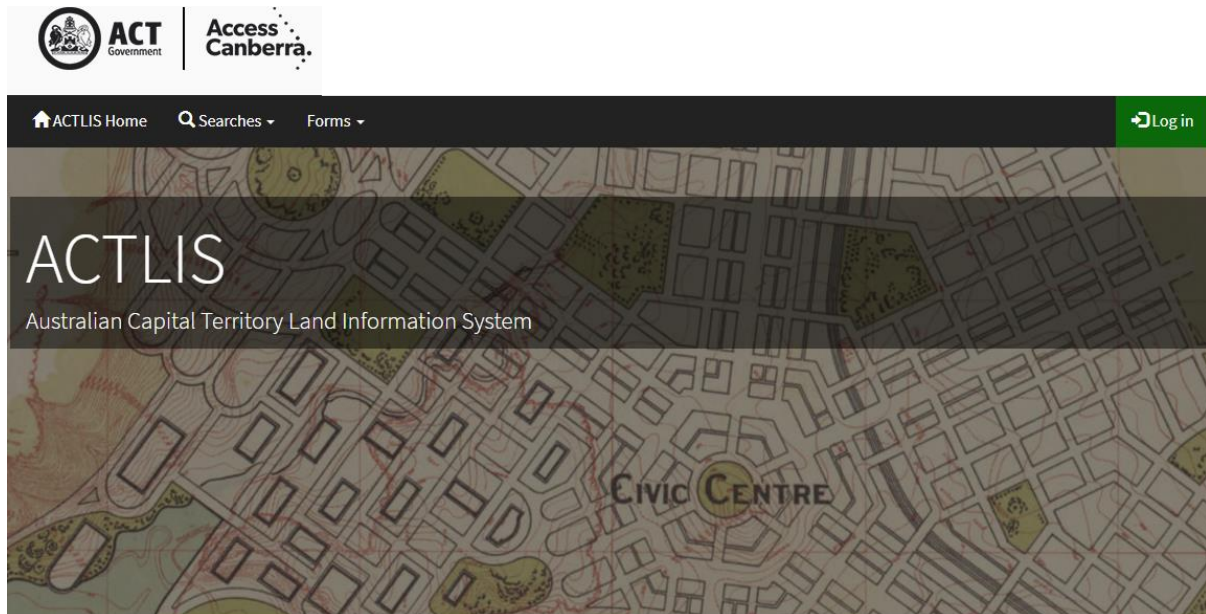
D. UPDATES AND CHANGES TO THE GUIDE

This guide will be updated when changes are made in ACTLIS which may affect the search pathways, or when new functionality is made available. For this reason, it's advisable that you do not print this guide but view it online so that you're sure to be using the latest version.

NAVIGATING TO THE LAND TITLES SYSTEM

Navigating to ACTLIS

Go to – actlis.act.gov.au via any internet browser. Alternatively ACTLIS can be accessed through the Access Canberra Land Titles web page.

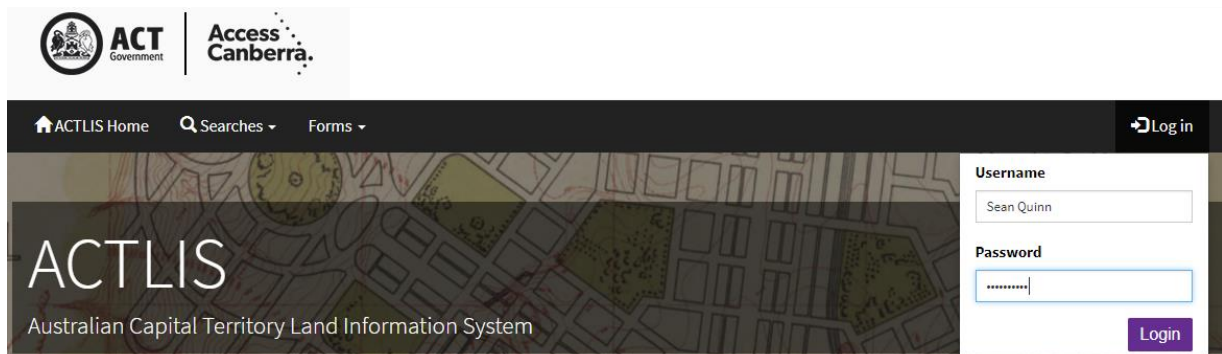


LOGGING INTO THE LAND TITLES SYSTEM

Logging into ACTLIS

Once your account has been setup and activated, you will need to log in with the temporary password that will be sent to your nominated email address.

To login, select the login button on the ACTLIS homepage and enter your user name and password. The first time you login, you will also be prompted to change your password.



After logging in for the first time, you must read and agree to the ACTLIS Terms & Conditions before use of the system.

18. Entire agreement

This agreement constitutes the whole agreement between you and us, and supersedes all prior representations, agreements, statements and understandings, whether verbal or in writing.

19. Waiver

None of the terms and conditions in this agreement will be taken to be waived except by written notice signed by you and us.

I agree

[Continue](#)

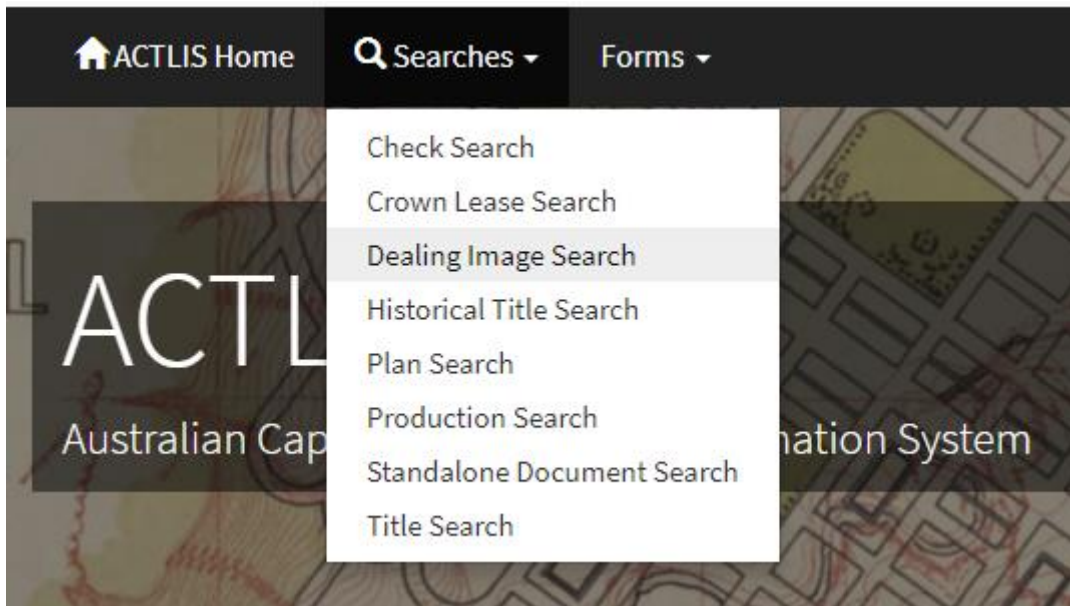
[Logout](#)

You should now be logged into ACTLIS.

SEARCHING THE LAND TITLES SYSTEM

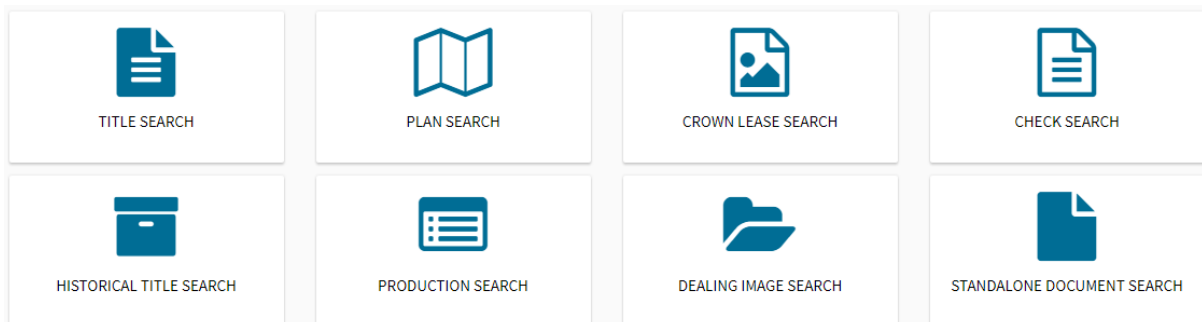
Searching

On the ACTLIS homepage, select either the “Searches” drop down



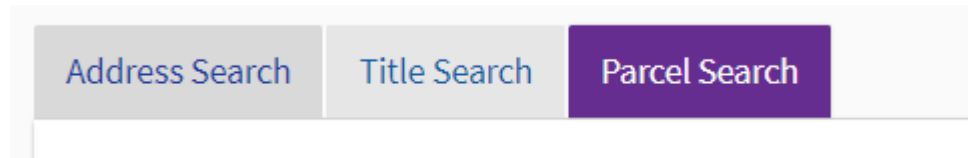
OR

Select a “tile” for the search you wish to carry out



Title Search

The following instructions describe how to conduct a search for a Title by using address, volume & folio, or parcel details.



Searching by Address

To search for a title by address, select the Address Search tab under Title Search. In the address search tab, complete the fields relevant to the property you are searching for. When entering the street name, only enter the street name, excluding the street type.

Note: For Unit properties, the Door Number (street address) may be different from the Unit Number shown on the Units Plan (legal identifier). Should you encounter difficulties, please call Land Titles on (02) 6207 0491.

* denotes a mandatory field

Door No

Street No

Street Name*
Please enter the street name only, excluding the street type

Suburb

Searching by Volume and Folio

If you know the volume and folio of the title you are searching, select the Title Search tab and enter the volume and folio in the appropriate fields.

* denotes a mandatory field

Volume*

Folio*

If you know the block and section identifiers, select the parcel search tab. The Division must be entered to conduct a search.

Searching by Parcel

Address Search
Title Search
Parcel Search

* denotes a mandatory field

Division *

Please enter the first four letters of the Division only

Section

Block

Unit

Search

Select “Search”

Search results will appear at the bottom of the screen. If there is more than one search result, select the relevant row (property) or refine your search to continue.

Please note the “title status” column when obtaining a title search. If the title status is cancelled, it will not be the current title.

i
Please select the relevant row to continue to the order confirmation screen, or refine your search.

Address Search
Title Search
Parcel Search

* denotes a mandatory field

Unit No

Street No

Street *

Suburb

Search

Search Results 1 to 2 of 2

Title Reference	Title Status	Parcel	Address
Volume: 1499 Folio: 17 Edition: 2	CURRENT	Division: DICK Section: 32 Block: 19	Street No: 16 Street: CHALLIS STREET Suburb: DICKSON
Volume: 1499 Folio: 18 Edition: 2	CURRENT	Division: DICK Section: 32 Block: 20	Street No: 16 Street: CHALLIS STREET Suburb: DICKSON

The Order Confirmation screen will appear once a row is selected. From here you can select any of the searches that appear within that screen.

Below the search categories, there is a customer reference field. In this field, you have the option of referencing your customer details. Alternatively this field can be left blank.

Order Confirmation - Title Search

Volume: 1499
Folio: 17
Edition: 2

<input checked="" type="checkbox"/>	Title Details	Provides current information about the title including: registered proprietors, parcel details, and current interests.	[View Example]	\$29.00
<input type="checkbox"/>	Historical Search	Provides information about the Title History.	[View Example]	\$29.00
<input type="checkbox"/>	Title Production	Provides current information about the title including: parcel details, production status, and reason for production.	[View Example]	\$0.00
<input type="checkbox"/>	Check Search	Provides current information about the title including: parcel details and current interests for a period of three months.	[View Example]	\$0.00

Customer Reference

Order Total \$29.00 (GST Exempt)
The total cost of this order will accrue to your organisations account

[Confirm Order](#)

Select “Confirm Order”

By selecting “Confirm Order” the funds will be added to your account. If there are insufficient funds in your account, the order will be rejected.

[✉ Email documents as a PDF](#)

Title Details

[📄 Download as a PDF](#)

Volume 1499 Folio 17 Edition 2

AUSTRALIAN CAPITAL TERRITORY
TITLE SEARCH

LAND
Dickson Section 32 Block 19 on [Deposited Plan 8918](#)
Lease commenced on 23/09/1996, granted on 23/09/1996, term of 99 years
Area is 1548 square metres or thereabouts

Sole Proprietor
Australian Capital Territory

REGISTERED ENCUMBRANCES AND INTERESTS
Original title is [Volume 1499 Folio 17](#)
Purpose Clause: Refer Crown Lease

Registered Date	Dealing Number	Description
17/10/2017	2116818	Requisition - Determination of Crown Lease lodged on 09/10/2017 - instrument number of 2115180

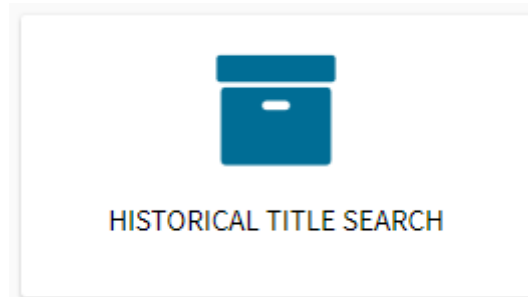
End of interests

Once the payment has been approved, your selected search items will be available. From here, you can view the product, email documents to yourself or download as a PDF together or separately (if more than one).

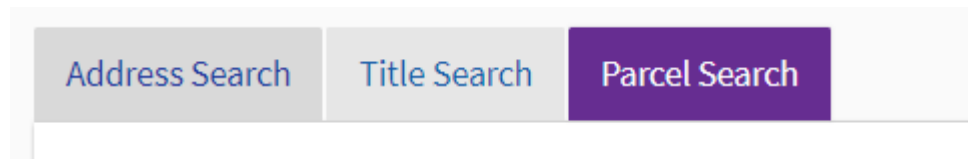
Historical Title Search

The following instructions describe how to access a copy of a Historical Title Search.

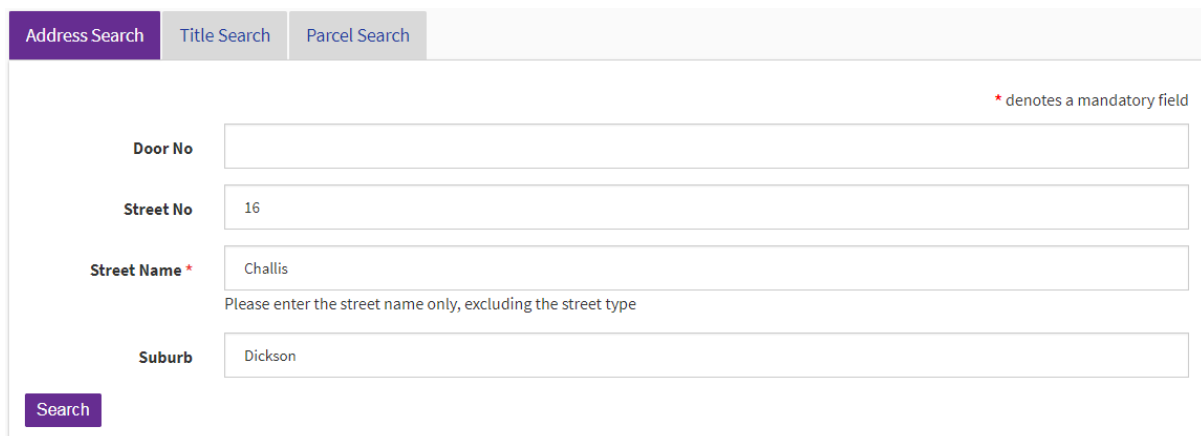
Select the “Historical Title Search” tile from the ACTLIS homepage.



Once selected, you can choose to search for a Historical Title by using address, volume & folio, or parcel details.



To search for a historical title by address, select the Address Search tab under Title Search. In the address search tab, complete the fields relevant to the property you are searching for. Please ensure to only enter the street name, excluding the street type.

A screenshot of the "Address Search" form. At the top, there are three tabs: "Address Search" (active, dark purple), "Title Search" (light grey), and "Parcel Search" (light grey). Below the tabs, there are four input fields: "Door No" (empty), "Street No" (containing "16"), "Street Name*" (containing "Challis"), and "Suburb" (containing "Dickson"). A red asterisk next to "Street Name*" indicates it is a mandatory field. Below the "Street Name" field, there is a note: "Please enter the street name only, excluding the street type". At the bottom left, there is a purple "Search" button. In the top right corner, there is a note: "* denotes a mandatory field".

If you know the volume and folio of the parcel you are searching, select the Title Search tab and enter the volume and folio in the appropriate fields.

Address Search **Title Search** Parcel Search

* denotes a mandatory field

Volume * 1499

Folio * 17

Search

If you know the block and section identifiers, select the parcel search tab. If not, enter the address in the appropriate fields.

Address Search Title Search **Parcel Search**

* denotes a mandatory field

Division * DICK
Please enter the first four letters of the Division only

Section 32


Block 19

Unit

Search

Select “Search”

Search results will appear at the bottom of the screen. If there is more than one search result, refine your search or select the relevant row to continue.

 Please select the relevant row to continue to the order confirmation screen, or refine your search.

Address Search | Title Search | Parcel Search

* denotes a mandatory field

Unit No

Street No

Street *

Suburb

Search

Search Results 1 to 2 of 2

Title Reference	Title Status	Parcel	Address
Volume: 1499 Folio: 17 Edition: 2	CURRENT	Division: DICK Section: 32 Block: 19	Street No: 16 Street: CHALLIS STREET Suburb: DICKSON
Volume: 1499 Folio: 18 Edition: 2	CURRENT	Division: DICK Section: 32 Block: 20	Street No: 16 Street: CHALLIS STREET Suburb: DICKSON

Select the relevant line and continue through the accrual method as in previous steps.

Historical Search

[Download as a PDF](#)

Volume 1499 Folio 17 Edition All

AUSTRALIAN CAPITAL TERRITORY
Title is Cancelled
HISTORICAL TITLE SEARCH

LAND
Dickson Section 32 Block 19 on [Deposited Plan 8918](#)
Area is 1548 square metres or thereabouts
Original title is [Volume 1499 Folio 17](#)

From here, you can view the product, email documents to yourself or download as a PDF.

Plan Searches

The following instructions describe how to access a copy of a Deposited Plan, Sublease Plan, or Unit Plan.

If you have conducted a “Title Search” you may select the appropriate hyperlink.

AUSTRALIAN CAPITAL TERRITORY TITLE SEARCH


LAND

Dickson Section 32 Block 19 on [Deposited Plan 8918](#)

Lease commenced on 23/09/1996, granted on 23/09/1996, term of 99 years

Area is 1548 square metres or thereabouts

You will then be presented with the following screen.

 Please select the relevant row to continue to the order confirmation screen.

Plan Search

* denotes a mandatory field

Plan *

Search Results 1 to 2 of 2

Document ID	Name
A4032310	8918-2-DP (Deposited Plan)

Select the relevant line and continue through the accrual method as in previous steps.

When payment is made, the document will be downloaded automatically.

The document you have requested is ready to download.

Your download should start automatically. If it does not, click the link below.

[Download your document](#)

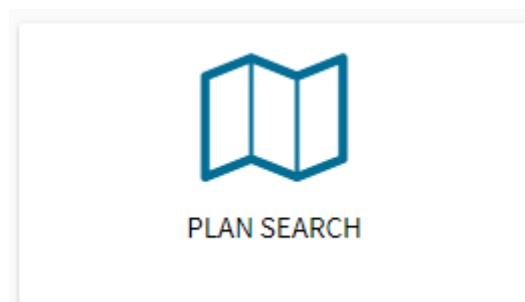
If not, select “download your document”

You can access a Plan Search from the “Searches” drop down box.



OR

You can access a Plan Search from the “Plan Search” tile from ACTLIS homepage.

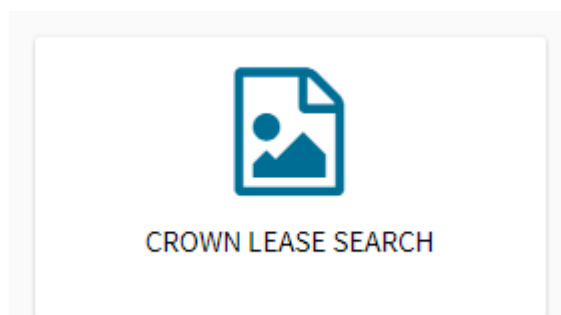


Once selected, follow the prompts as shown above.

Crown Lease Search

The following instructions describe how to access a copy of a Crown Lease.

Select the “Crown Lease Search” tile on the homepage of ACTLIS.



Once selected, you will be provided with the following screen where you will need to enter in the relevant Volume and Folio.

Note: the Volume and Folio you have, may not be the same on the Crown Lease.

i The current Volume and Folio may not be the same Volume & Folio on the Crown Lease.

Crown Lease Search

* denotes a mandatory field

Volume *

Folio *

Search

Select “search”

i The current Volume and Folio may not be the same Volume & Folio on the Crown Lease.

Crown Lease Search

* denotes a mandatory field

Volume *

Folio *

Search

Search Results 1 to 1 of 1

Document ID	Name
A14054674	webTalkDoc3531356637313908909.TIF

Select the relevant line and continue through the payment method as in previous steps.

When the fee is accrued to your organisations account, the document will download automatically.

The document you have requested is ready to download.

Your download should start automatically. If it does not, click the link below.

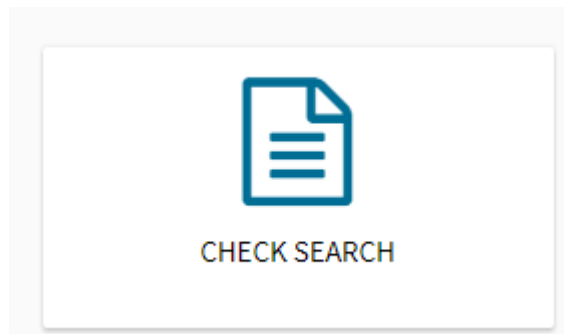
[Download your document](#)

If not, select “download your document”

Check Search

The following instructions describe how to access a copy of a Check Search. A Check Search will show, on a current title, any documents that have been registered within the previous 3 months.

Select the “Check Search” tile on the homepage of ACTLIS.



Check searches can be carried out by entering the address, volume and folio or parcel details.

Address Search Title Search **Parcel Search**

* denotes a mandatory field

Division *
Please enter the first four letters of the Division only

Section

Block

Unit

Search

Select “search”

Search Results 1 to 2 of 2			
Title Reference	Title Status	Parcel	Address
Volume: 1495 Folio: 48 Edition: 1	CANCELLED	Division: DICK Section: 32 Block: 19	Street No: 16 Street: CHALLIS STREET Suburb: DICKSON
Volume: 1499 Folio: 17 Edition: 2	CURRENT	Division: DICK Section: 32 Block: 19	Street No: 16 Street: CHALLIS STREET Suburb: DICKSON

Search results will appear at the bottom of the screen. If there is more than one search result, refine your search or select the relevant row to continue.

Check Search

[Download as a PDF](#)

Volume 1499 Folio 17 Edition 2

AUSTRALIAN CAPITAL TERRITORY
CHECK SEARCH
 Period searched: 13/09/2017 to 13/12/2017

LAND
 Dickson Section 32 Block 19 on [Deposited Plan 8918](#)
 Area is 1548 square metres or thereabouts
 Original title is [Volume 1499 Folio 17](#)

Registered Date	Dealing Number	Description
17/10/2017	2116818	Requisition - Determination of Crown Lease lodged on 09/10/2017 - instrument number of 2115180 - lodged on 17/10/2017

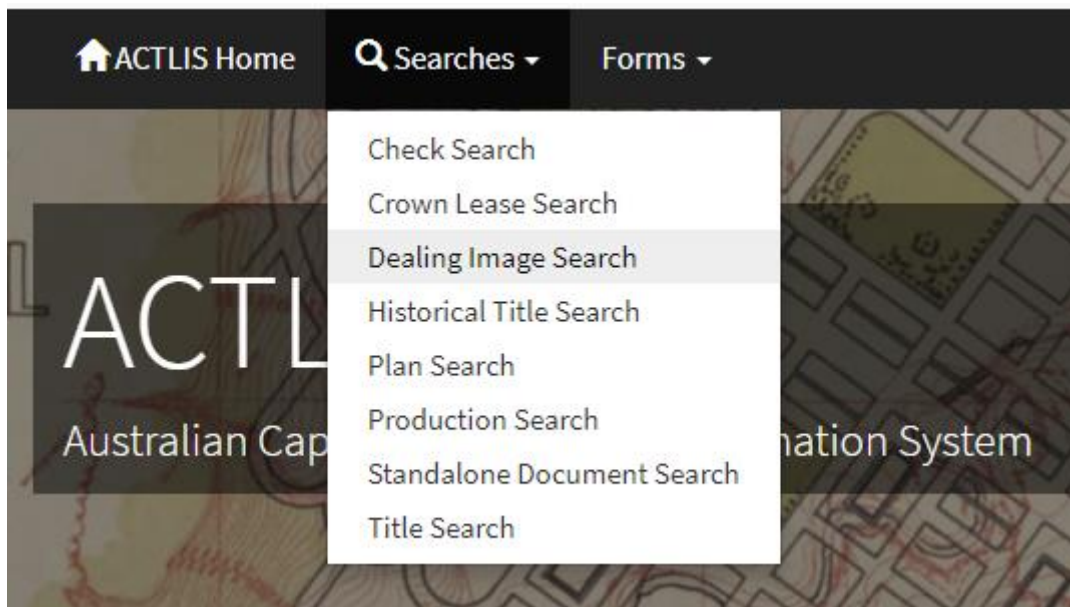
End of interests

The check search will look like the above. From here you can print or download as a PDF.

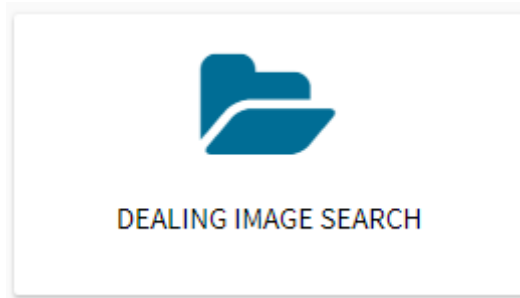
Dealing/Instrument Search

The following instructions describe how to access a copy of a Dealing/Instrument

On the homepage of ACTLIS, select the searches drop down box and select “Dealing Image Search” or the “Dealing Image Search” tile



OR



Once selected, you will be redirected to the “Dealing Image Search” screen where you can search by dealing number

i Please allow up to 6 weeks after lodgement for dealing images to become available for purchase.

Dealing Image Search

* denotes a mandatory field

Dealing Number

Lodgement Date

Registration Date

Search

Once the relevant data has been entered, select “search”

i Please allow up to 6 weeks after lodgement for dealing images to become available for purchase.

i Please select the relevant row to continue to the order confirmation screen, or refine your search.

Dealing Image Search

* denotes a mandatory field

Dealing Number

Lodgement Date

Registration Date

Search

Search Results 1 to 1 of 1

Number	Lodged	Registered	Type
1400000	09/12/2004	17/12/2004 12:05	D

Click the relevant line and continue through the payment method as in previous steps. When the fee is accrued to your organisations account, the document will download automatically.

The document you have requested is ready to download.

Your download should start automatically. If it does not, click the link below.

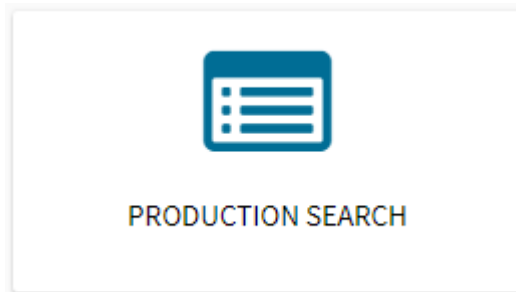
[Download your document](#)

If not, select “download your document”

Production Search

The following instructions describe how to access a Production Search.

Select the “Production Search” tile from the homepage of ACTLIS.



As per the other searches, you can search by address, parcel or volume and folio.

Address Search **Title Search** Parcel Search

* denotes a mandatory field

Volume *

Folio *

Search

Select “search”

The search results will appear at the bottom of the screen. Select the relevant line to continue.

Search Results 1 to 1 of 1			
Title Reference	Title Status	Parcel	Address
Volume: 1499 Folio: 17 Edition: 2	CURRENT	Division: DICK Section: 32 Block: 19	Street No: 16 Street: CHALLIS STREET Suburb: DICKSON

The production search will now appear. From here you can print or download as a PDF.

Title Production

[Download as a PDF](#)

Volume 1499 Folio 17 Edition 2

**AUSTRALIAN CAPITAL TERRITORY
PRODUCTION SEARCH**

LAND
 Dickson Section 32 Block 19 on [Deposited Plan 8918](#)
 Area is 1548 square metres or thereabouts
 Original title is [Volume 1499 Folio 17](#)

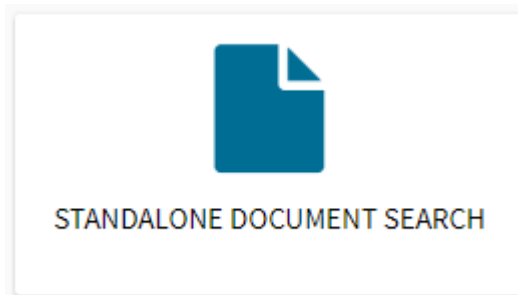
End of interests

Alternatively you can select the check search box in the order confirmation screen if carrying out multiple searches.

Standalone Document Search

The following instructions describe how to access copies of a Standalone Document.

Select the “Standalone Document Search” tile from the homepage of ACTLIS.



The search criteria is by party, type of document or registration number.

Standalone Document Search

* denotes a mandatory field

Party

Type

Number

[Search](#)

Once the relevant field is entered, select “search”

Search Results 1 to 1 of 1

Document No	Lodgement Date	Lodging Party	Document Type	Lodged On Behalf
1002174	22/07/1996	CPSCU	MOP	

Select the relevant line and continue through the accrual method as in previous steps.

When the fee is accrued to your organisations account, the document will be downloaded automatically.

The document you have requested is ready to download.

Your download should start automatically. If it does not, click the link below.

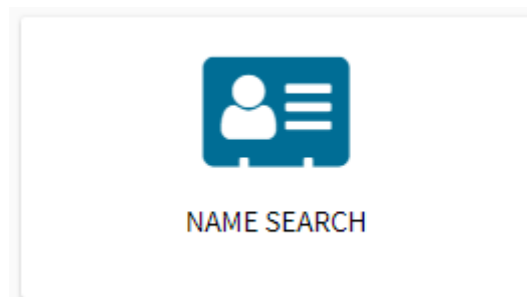
[Download your document](#)

If not, select “download your document”

Name Search

The following instructions describe how to access Name Search

Select the “Name Search” tile on the homepage of ACTLIS.



Once selected enter the Name you wish to search

Name

* denotes a mandatory field

Surname / Company

Given Name(s)

Include Historical

[Search](#)

Once the relevant field is entered, select “search”

Select the relevant line and continue through the accrual method as in previous steps.

Name

* denotes a mandatory field

Surname / Company

Given Name(s)

Include Historical

Search

Search Results 1 to 6 of 6

Name
AUSTRALIAN CAPITAL TERRITORY
Australian Capital Territory
Australian Capital Territory

Once the fee is accrued to your organisations account, the search will then appear.

[Email documents as a PDF](#)

Name Search

[Download as a PDF](#)

Name Search for: Australian Capital Territory

**AUSTRALIAN CAPITAL TERRITORY
NAME SEARCH**

ADMINISTRATIVE INTERESTS

Title Reference	Title Status	Owners	Parcel	Address
Volume: 936 Folio: 20 Edition: 2	CURRENT	Australian Capital Territory	Division: DICK Section: 10 Block: 7	GPO Box 158 Canberra ACT 2601

Select the Volume and Folio hyperlink to purchase a Title Search.

PRODUCTS

Tutorial Videos

For a tutorial video of how to use ACTLIS please visit actlis.act.gov.au or accesscanberra.act.gov.au

Products Overview

The products described here are current land titles searching products which are available online.

Search Products

Item	Description	Search Key	Fee Attached
Title Search	Provides a certified title search including registered proprietor; land parcel information; references to restrictions, conditions and easements; reference to other titles; references to encumbrances, liens and interests and references to unregistered dealings.	Title Identifier or Land Parcel or Address	Yes
Check Search	Provides, for a current title, (for the previous 3 month period) original and current title details, Division/Section/Block Details, Deposited Plan and/or Unit Plan Numbers and references to dealings registered during that period and dealings remaining unregistered at the time of report.	Title Identifier or Land Parcel or Address	No
Historical Search	Provides original and current (if applicable) Title details, Division/Section/Block Details, Deposited Plan and/or Unit Plan Numbers and a list of dealings against affected titles.	Title Identifier or Land Parcel or Address	Yes
Production Enquiry	Provides details of whether physical certificate of title is held by RGO. Other details include: title identifier, edition number and production details. It also specifies dealings authorised to be registered and delivery details.	Title Identifier or Land Parcel or Address	No
Unit Plan	Provides, for a unit plan number, land parcel identifier, address for service of notices and references to endorsements and the pages of the unit plan.	Unit Plan Number Or District, Section, Block	Yes
Crown Lease	Provides copies of page(s) for the specified Crown Lease.	Volume & Folio	Yes
Deposited Plan	Provides the pages making up the deposited plan.	Deposited Plan Number	Yes
Sub-Lease Plan	Provides page(s) of the specified Sub Lease Plan (SLP)	Sub-Lease Plan number	Yes
Instrument	Provides the page(s) for the specified instrument (dealing) number	Instrument number Hyperlink	Yes

CONTACT DETAILS

For Technical assistance please phone (02) 6207 0491, between the hours of 8:30am and 4:30pm, Monday - Friday.

For Account assistance please phone (02) 6207 0479, between the hours of 8:30am and 4:30pm, Monday - Friday.