



**ACT**  
Government

**Access**  
**Canberra.**

ACT Government

Chief Minister, Treasury and Economic Development  
Directorate

**Access Canberra**

**ACTLIS**

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

Public User 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 for users to be able to follow step by step instructions on completing 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.

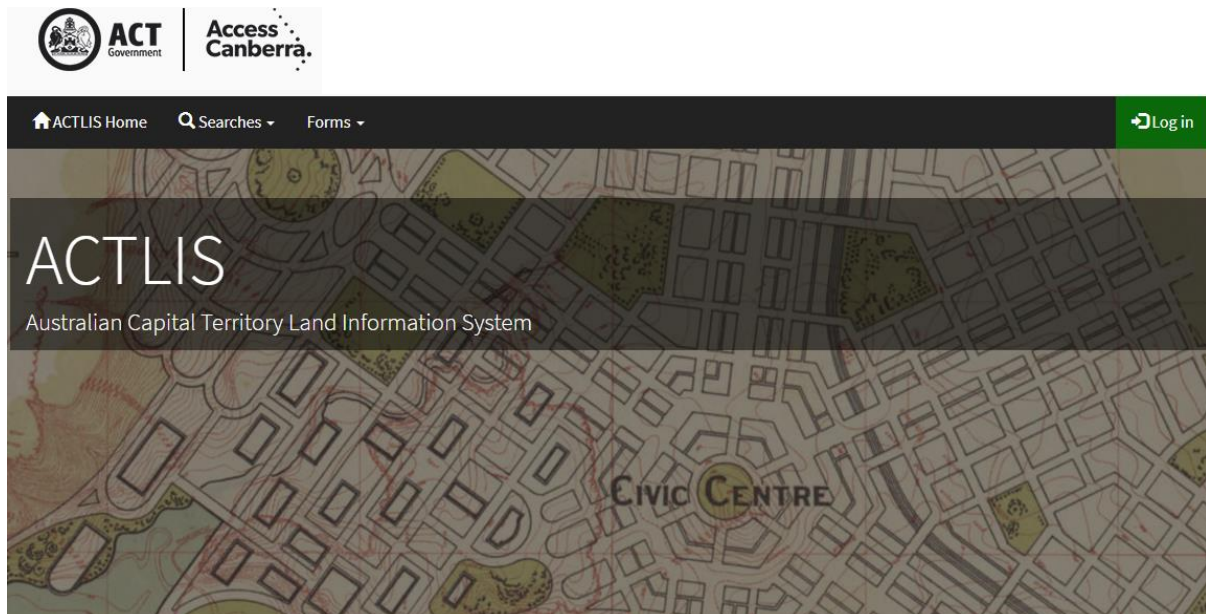
## **D. UPDATES AND CHANGES TO THE GUIDE**

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

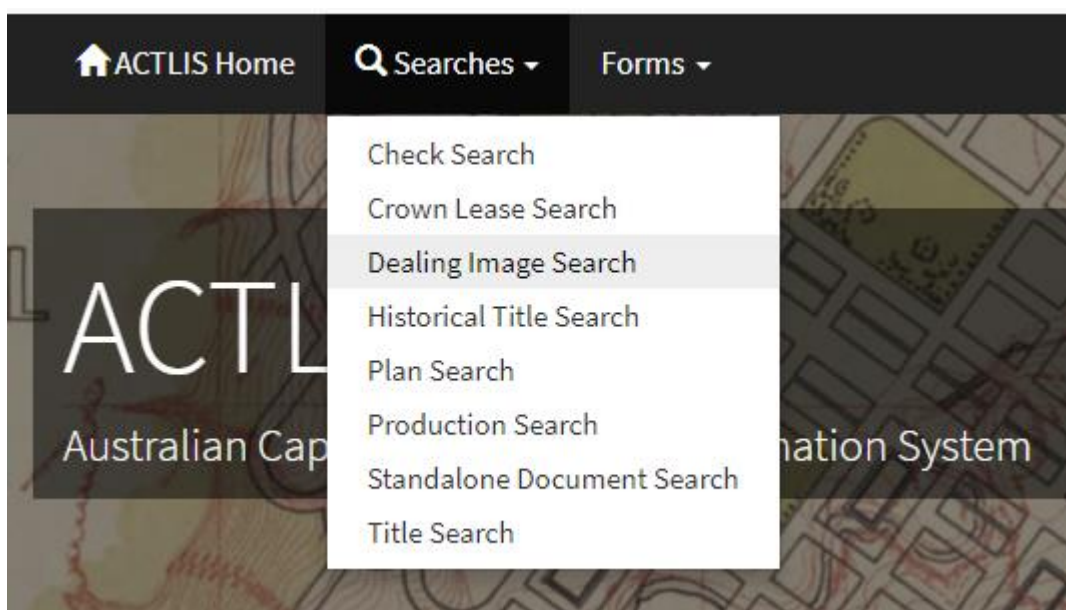
Go to – [actlis.act.gov.au](http://actlis.act.gov.au) via any internet browser. Alternatively ACTLIS can be accessed through the Access Canberra Land Titles page.



## SEARCHING THE LAND TITLES SYSTEM

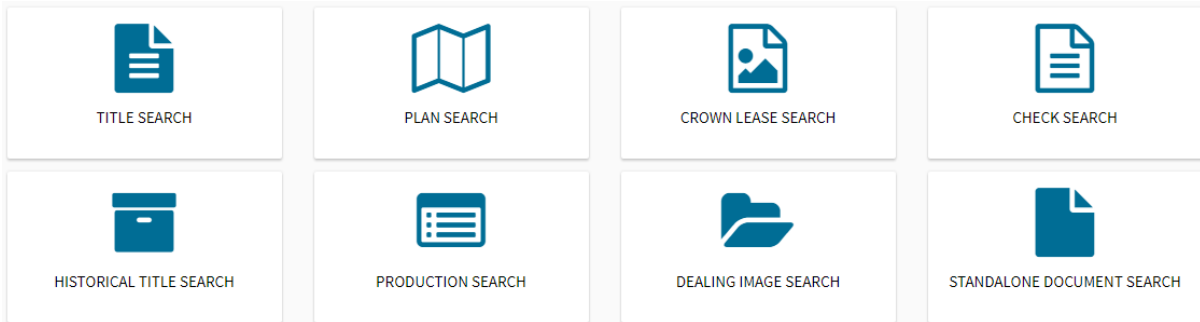
### Searching

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



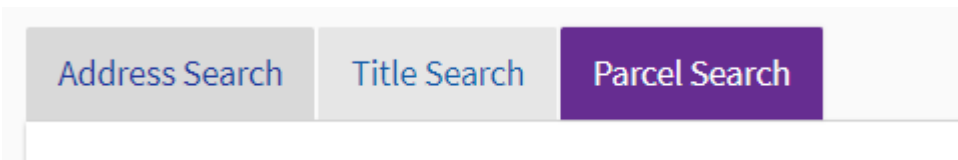
OR

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. Obtaining a title search will provide current information about the title that include registered proprietors, parcel details and interests.



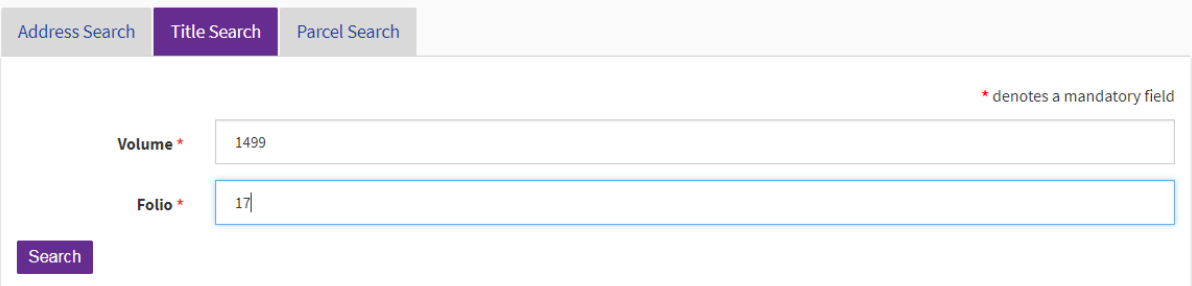
**Searching by address**

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

## **Searching by Volume and Folio**

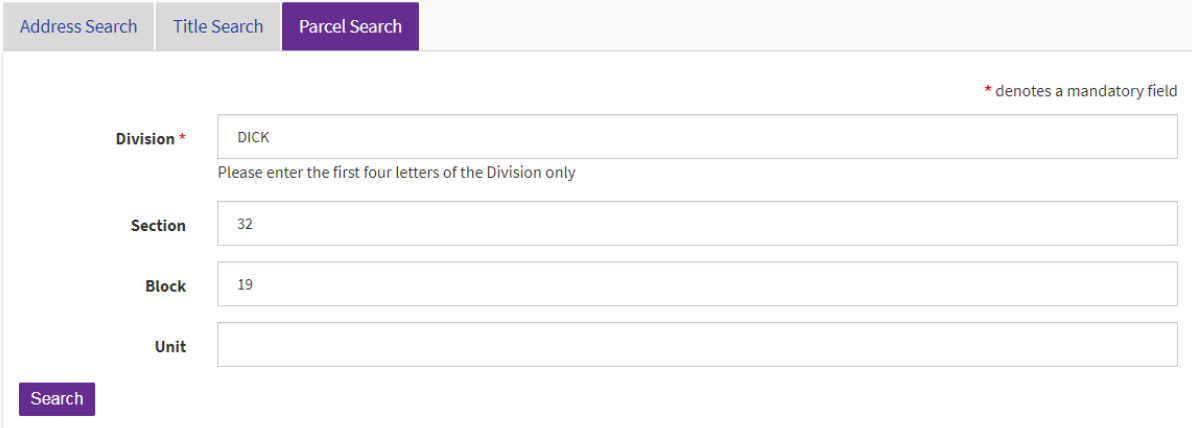
If you know the volume and folio of the parcel you are searching, select the Title Search tab and enter the volume and folio in the appropriate fields.



The screenshot shows a web interface with three tabs: "Address Search", "Title Search" (selected), and "Parcel Search". Below the tabs, there are two input fields: "Volume \*" containing "1499" and "Folio \*" containing "17". A purple "Search" button is located below the fields. A red asterisk with the text "\* denotes a mandatory field" is positioned in the top right corner of the form area.

## **Searching by Parcel**

If you know the block and section identifiers, select the parcel search tab and enter at a minimum, the division you wish to search for.




The screenshot shows a web interface with three tabs: "Address Search", "Title Search", and "Parcel Search" (selected). Below the tabs, there are four input fields: "Division \*" containing "DICK", "Section" containing "32", "Block" containing "19", and "Unit" which is empty. A purple "Search" button is located below the fields. A red asterisk with the text "\* denotes a mandatory field" is positioned in the top right corner of the form area. Below the "Division" field, there is a note: "Please enter the first four letters of the Division only".

Select "Search"

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

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

Customer Reference

Order Total \$58.00 (GST Exempt)

I acknowledge the [Terms and Conditions](#).

**Confirm Order**

Select “Confirm Order”

### **Payment by Credit Card**

You will be required to pay the legislated fee via Visa or MasterCard through the Westpac payment gateway. Follow the prompts as below.

**Please note: No refunds will be given**

The screenshot shows a web form titled "Payment Details" with a Westpac logo at the top. The form contains the following fields and information:

- Amount:** \$29.00 AUD
- Payment Reference:** O20170828000000
- Customer Reference Number:** Test purchase
- \* Cardholder Name:** [Text input field]
- \* Credit Card Number:** [Text input field]
- \* Expiry Date (mm/yy):** [01] / [17] (dropdown menus)
- \* Card Verification Number (CVN):** [Text input field] with a link "What is the CVN?"
- Receipt Email Address:** [Text input field]

At the bottom of the form, there are "Cancel" and "Next" buttons. The footer of the page includes the text "Public Payments - Copyright © 2017. All rights reserved." and the Westpac logo.



Once the payment has been approved, the search result/s you had selected will be available. From here, you can view the products, download them as a PDF together or separately (if more than one).

**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

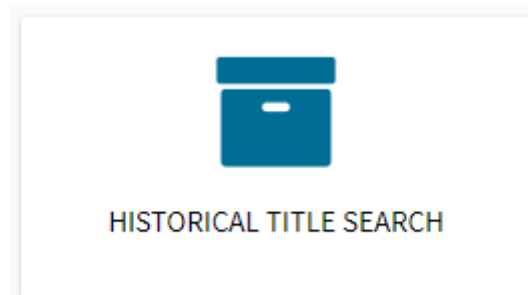
Registered Date	Dealing Number	Description
17/10/2017	<a href="#">2116818</a>	Requisition - Determination of Crown Lease lodged on 09/10/2017 - instrument number of 2115180

**End of interests**

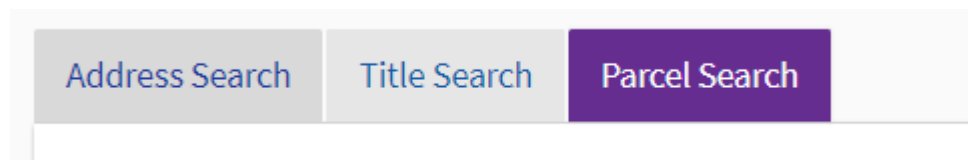
## **Historical Title Search**

The following instructions describe how to access a copy of a Historical Title Search. Obtaining a Historical Title Search will provide all editions of the title and all dealings lodged.

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 (title search), or parcel details.



### **Search by Address**

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. When entering the street name, 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, purple), "Title Search", and "Parcel Search". Below the tabs, there are four input fields:
 

- Door No**: An empty text input field.
- Street No**: A text input field containing the number "16".
- Street Name \***: A text input field containing "Challis". Below this field is a note: "Please enter the street name only, excluding the street type".
- Suburb**: A text input field containing "Dickson".

 A purple "Search" button is located at the bottom left of the form. A small red asterisk with the text "\* denotes a mandatory field" is located in the top right corner of the form area.

### **Searching by Volume and Folio**

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

### **Searching by Parcel**

If you know the block and section identifiers, select the parcel search tab. If not, enter the address in the appropriate fields. Only enter the first 4 letters of the Division/Suburb.

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

 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

Click the relevant line and continue through the payment method as in previous steps.  
Once the payment has approved, the search result you had selected will be available.

**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 or download as a PDF.

**Plan Searches**

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

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

**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)

Click the relevant line and continue through the payment 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](#)

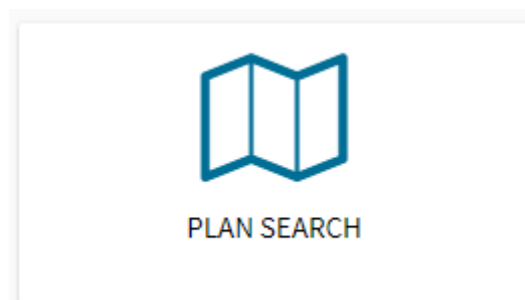
If not, click “download your document”

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.

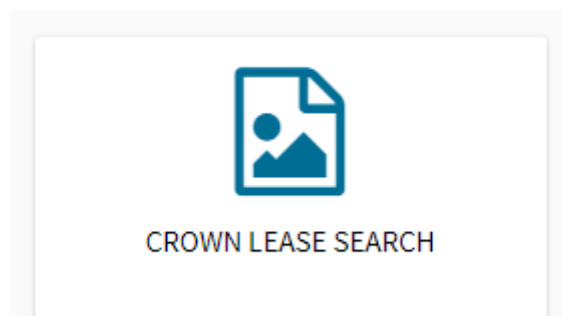


Once selected, follow the prompts as shown above.

### **Crown Lease Search**


The following instructions describe how to access a copy of a Crown Lease. Obtaining an image of the Crown Lease will provide a copy of the original lease when the lease was granted.

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.

Please note, the current Volume and Folio, may not be the same on the Crown Lease.

 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 \*

Select “search”

 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 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 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.

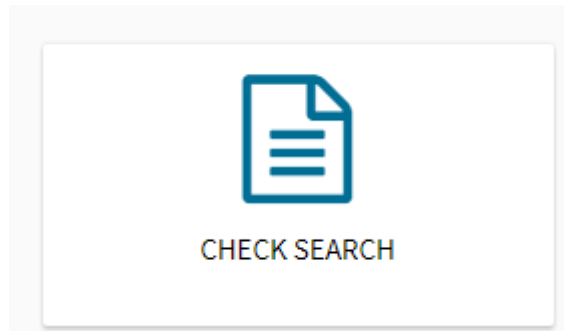
[Download your document](#)

If not, select “download your document”

## 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 main screen 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, select the relevant row to continue.



## Confirming Terms and Conditions

Before confirming the order, the “Terms and Conditions” need to be read and accepted.

**Order Confirmation - Check Search**

**Volume: 1499**  
**Folio: 17**  
**Edition: 2**

<b>Check Search</b>	Provides current information about the title including; parcel details and current interests for a period of three months.	<a href="#">View Example</a>	\$0.00
---------------------	--	------------------------------	--------

---

**Customer Reference**

**Order Total** \$0.00 (GST Exempt)

**I acknowledge the Terms and Conditions.**

**Confirm Order**

Select “confirm order”

**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	<a href="#">2116818</a>	Requisition - Determination of Crown Lease lodged on 09/10/2017 - instrument number of 2115180 - lodged on 17/10/2017

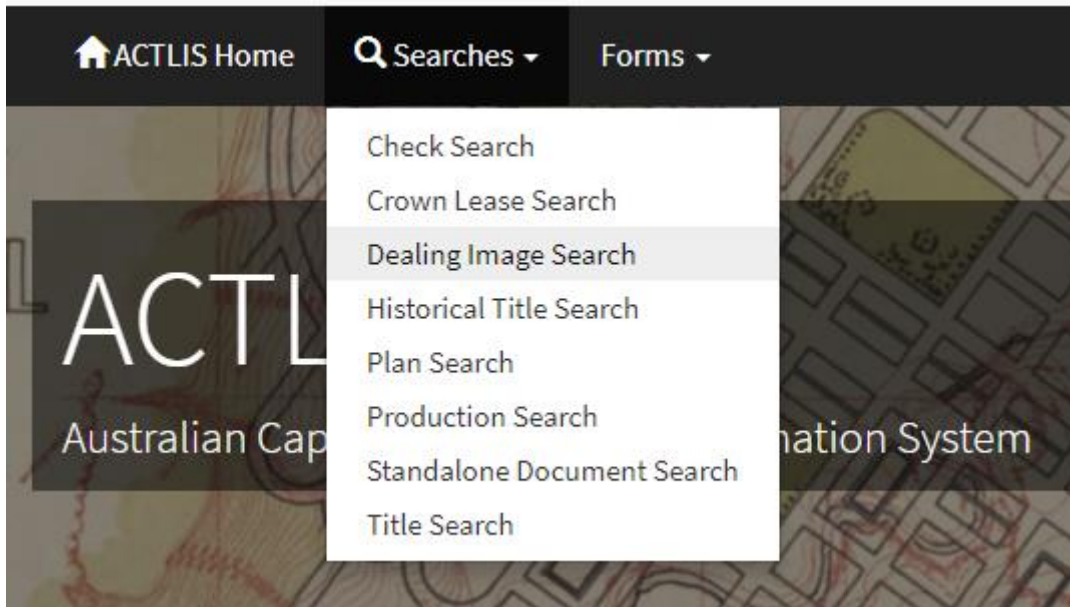
*End of interests*

The check search will look like the above. From here you can print or save it to your desktop.

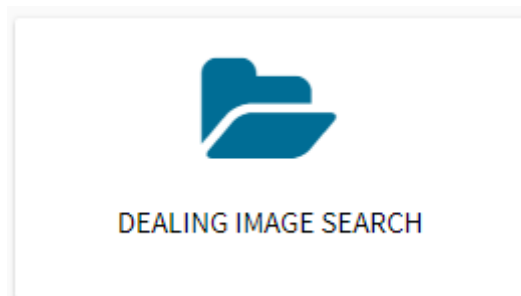
## Dealing/Instrument Search

The following instructions describe how to access a copy of a Dealing/Instrument. Purchasing a Dealing/Instrument will provide you with a copy of that particular dealing number searched.


On the main screen of ACTLIS, select the searches drop down box and select “Dealing Image Search”



OR



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

 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, click “search”

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

 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 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.

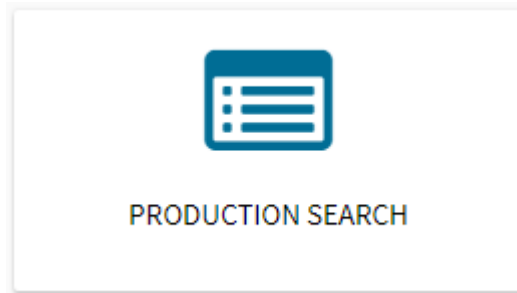
[Download your document](#)

If not, select “download your document”

### **Production Search**

The following instructions describe how to get a copy of a Production Search. Obtaining a Production Search will show if the title has been produced, by who and what for.

Select the “Production Search” tile from the main screen 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. Click 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

Once selected, the order confirmation screen will appear. Before confirming the order, the “Terms and Conditions” need to be read and accepted.

**Order Confirmation - Title Production**

Volume: 1499  
Folio: 17  
Edition: 2

<b>Title Production</b>	Provides current information about the title including; parcel details, production status, and reason for production.	<a href="#">View Example</a>	\$0.00
-------------------------	---	------------------------------	--------

Customer Reference

Order Total \$0.00 (GST Exempt)

I acknowledge the [Terms and Conditions](#).

**Confirm Order**

Select “confirm order”.

The production search will now appear. From here you can print or save.

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

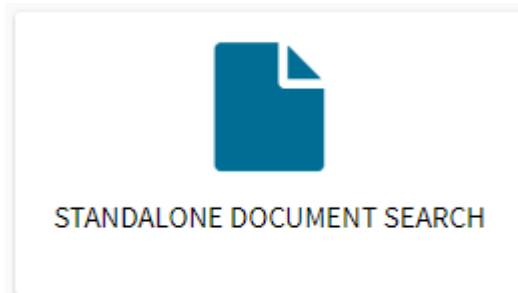
Original title is [Volume 1499 Folio 17](#)

*End of interests*

### **Standalone Document Search**

The following instructions describe how to access copies of a Standalone Document. Standalone Documents include Memorandum of Provisions etc.

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



The search criteria is by party, type 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 payment 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”

## PRODUCTS

### Tutorial Videos

For a tutorial video of how to use ACTLIS please visit [actlis.act.gov.au](http://actlis.act.gov.au) or [accesscanberra.act.gov.au](http://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,	Title Identifier or Land Parcel or Address	Yes

Item	Description	Search Key	Fee Attached
	Deposited Plan and/or Unit Plan Numbers and a list of dealings against affected titles.		
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 (AEDT), Monday - Friday.