

Date: July 17, 2017

Number: 17-22

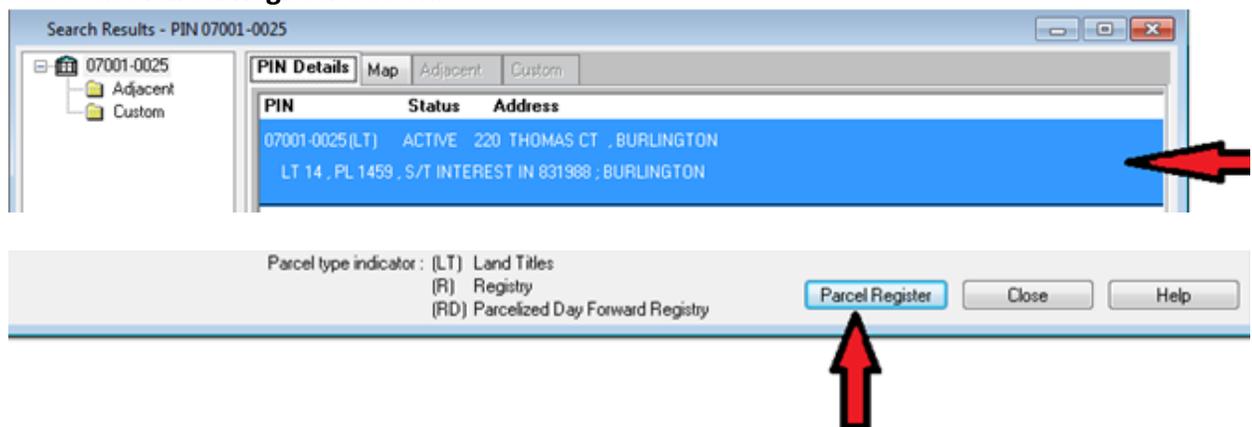
Subject: Adjacent Search

## Requesting an Adjacent Search

1. Complete a Parcel Register search.

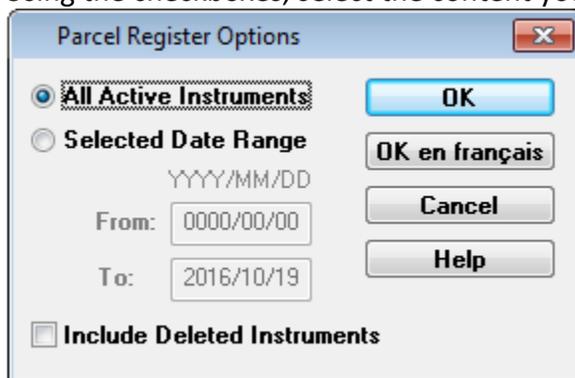
**Note:** Keep the Search Results window open until the search is complete as you will be required to return to this window.

2. From the Search Results window, select the Parcel Register description and then Select the **Parcel Register** button.

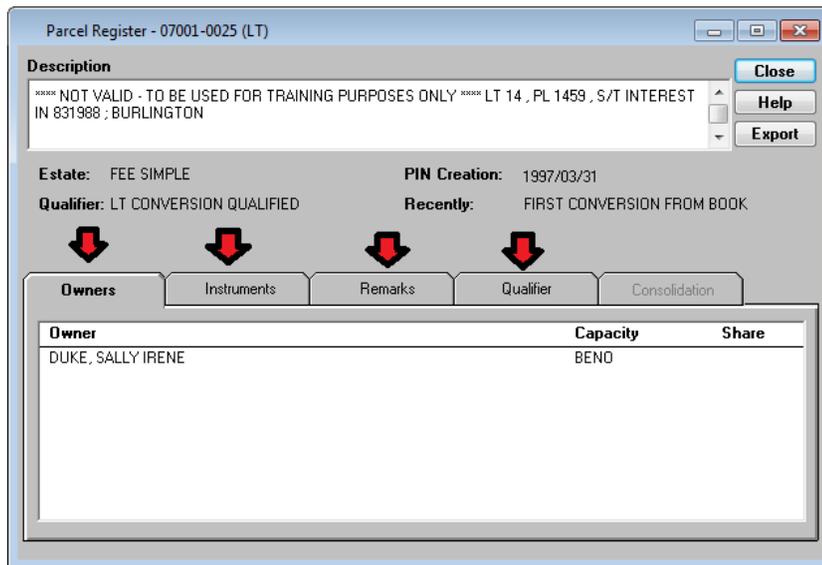


The Parcel Register Options window opens.

3. Using the checkboxes, select the content you would like to view and Select **OK**.



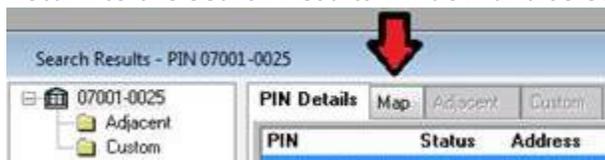
The Parcel Register window appears. Use the tabs to view additional Parcel Register details.



4. To print the Parcel Register, select the green printer button  .

The Parcel Register displays in an Adobe Reader window.

5. Return to the Search Results window and select the Map tab.



A Confirm Message window appears.

6. Select **Yes** to retrieve the map.

The map for the PIN you selected appears.

7. Click on the Adjacent folder located in the Folder list to the left of the map.

A Confirm Message window appears.

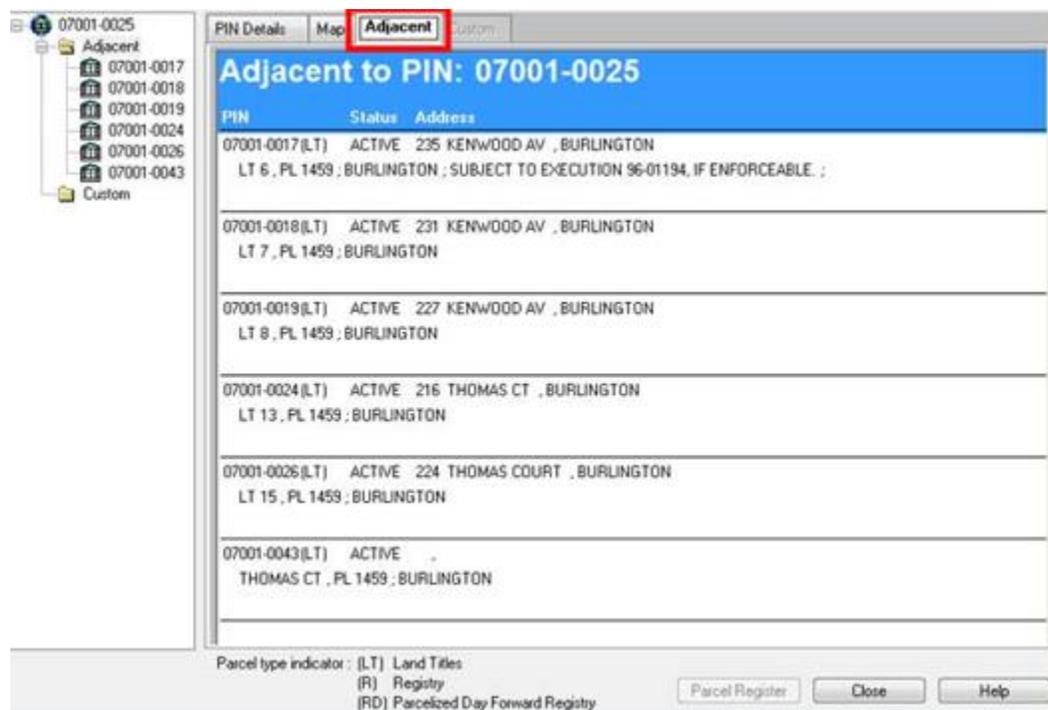
8. Select **Yes** to continue and retrieve the adjacent parcel map data.

A System Message window appears.

9. Select OK.

The Adjacent folder will expand and all adjacent Parcel Registers will display in a list.

10. To request any of the Parcel Registers, from the Adjacent tab, double click on the description in the list or select **Parcel Register** button.



The Adjacent Parcel Register that is selected will show as highlighted on the map.

If you have any questions or concerns, please contact [Customer Service](#).