

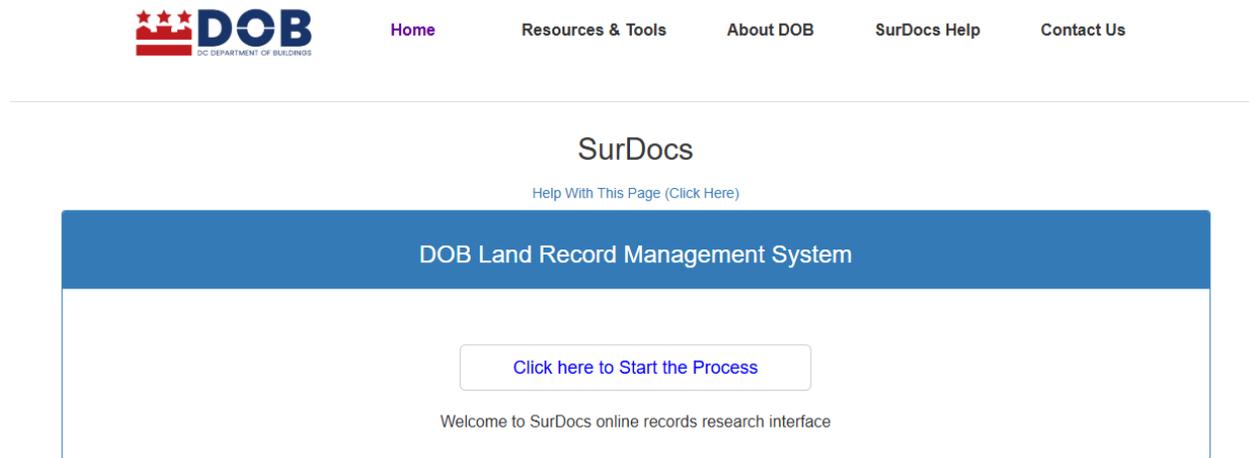


## **SURDOCS USER GUIDE**

**Department of Building Office of Surveyor Land Record Management  
System (SURDOCS)**

## SURDOCS Home Screen:

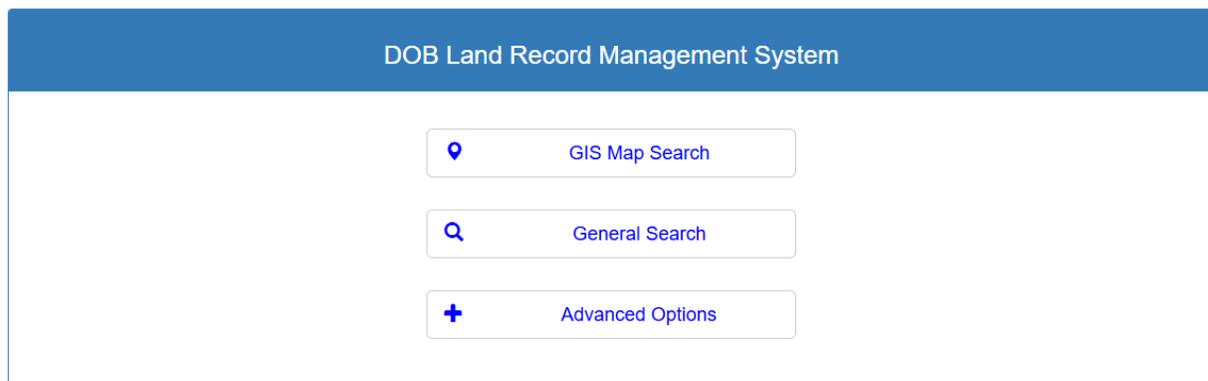
Users are prompted to start the process.



## Search Screen:

Users are prompted to select one of the following search criteria:

- GIS Map Search
- Quick Search
- Advanced Search Option



## GIS Map Search:

The interactive map search is recommended for users who know their address or SSL (Square, Suffix, Lot).

## Quick Search:

Quick Search is recommended for users who know their SSL (Square, Suffix, Lot).

### **Advanced Options:**

Advanced Options are recommended for users who have knowledge of book types, map types, and index card types.

### **Site Navigation**

Users can select the Back button at any time to return to the Search Screen or select the Home button to return to the Home Screen and begin another search.



*If you have any questions about this user manual or the SurDocs system, please call DC Department of Buildings at 202-442-4566.*

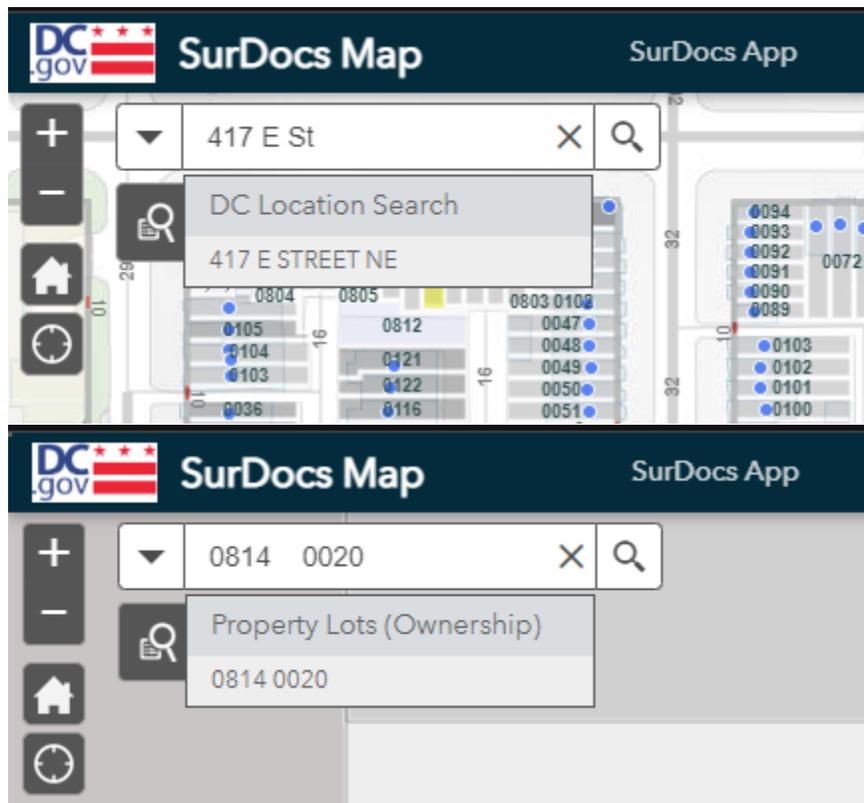
## GIS Map Search:

Users can type an address or SSL into the search bar or navigate the interactive map to locate the desired property.



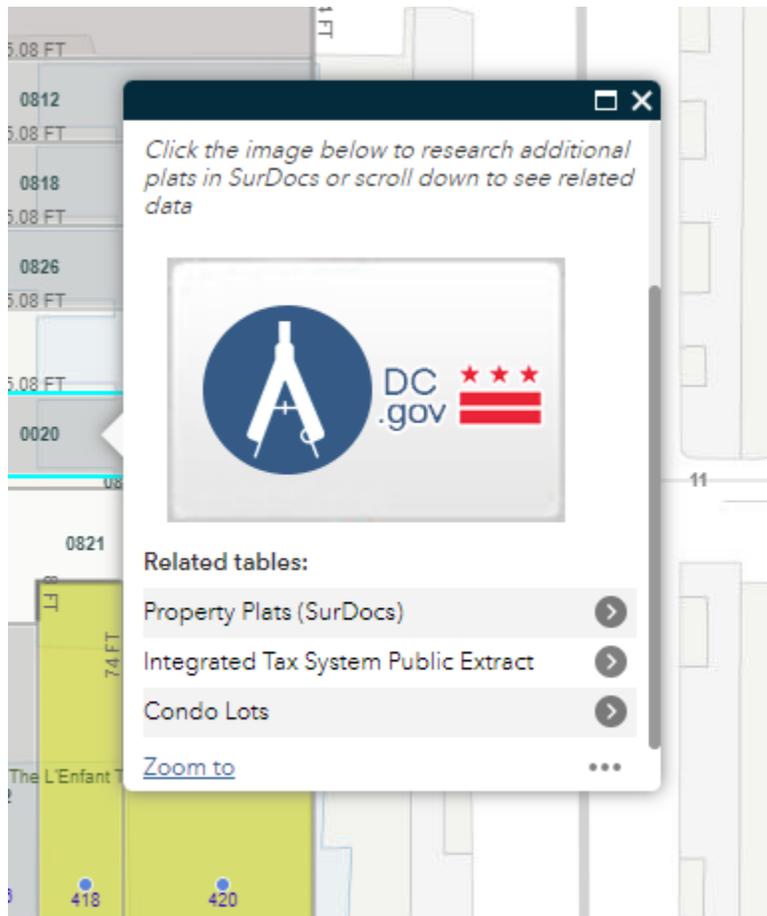
### Step 1: Search or Navigate

Enter an address or SSL in the search bar or use the map to locate your property.



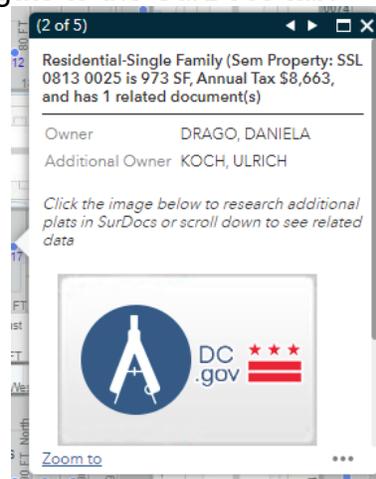
### Step 2: Select Property

Click on the desired lot. A popup window will appear.



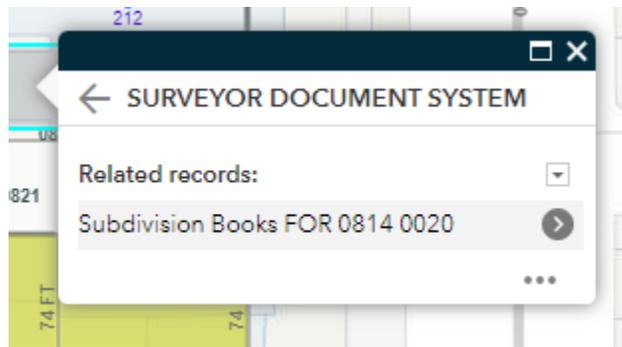
**Step 3: Navigate to SurDocs Tab**

Click on the arrow key to navigate to the SurDocs tab.

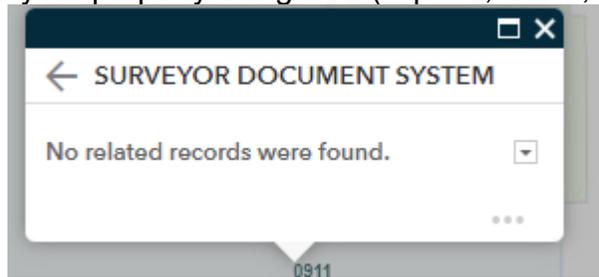


**Step 4: Expand Property Plats Section**

Expand the Property Plats (SurDocs) section.

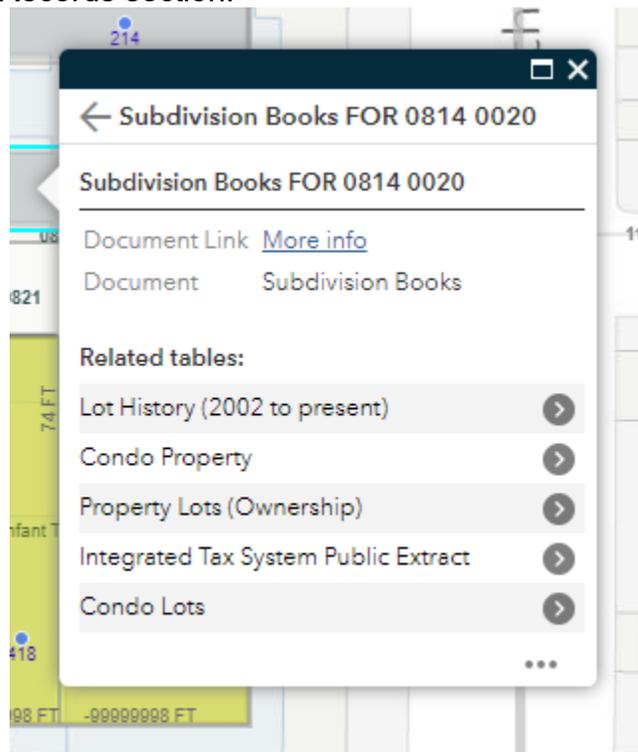


**Note:** If there are no SurDocs images available for the property you will see the following. If this happens, please use the SurDocs General Search feature ([SurDocsPublic](#)) to find your property using SSL (Square, Suffix, Lot).



### Step 5: Expand Related Records

Expand the Related Records section.



### Step 6: Open Document

Click on the "More Info" link to open the document. The Surveyor document will open in another tab.

# Subdivision Books FOR 0813 0026

Document Link [More info](#)

Document Subdivision Books

DC Department of Buildings Document Viewer

Page 1 of 1

**SUBDIVISION SQUARE 394**

STREET N.W.

STREET N.W.

STREET

DEPARTMENT OF FINANCE AND REVENUE

DEPARTMENT OF ECONOMIC DEVELOPMENT

OFFICE OF THE SUPERVISOR

DISTRICT OF COLUMBIA GOVERNMENT

OFFICE OF THE SUPERVISOR

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## Quick Search Screen:

### Step 1: Enter SSL

Users are prompted to select the appropriate radio button (Square, Parcel, Reservation, or Appropriation) based on their search criteria. Users should then enter a four-digit square number, select a suffix from the drop-down box (if applicable), select a lot from the drop-down box (if applicable), and click the Submit button.

The screenshot shows a web interface for the Office of the Surveyor Land Record Management System. At the top, there is a blue header with the text "Office of the Surveyor Land Record Management System". Below the header, there are two buttons: "Back" with a left-pointing arrow and "Home" with a house icon. The main content area is titled "Search by Square and Lot Number". Below this title, there are four radio buttons: "Square" (selected), "Parcel", "Reservation", and "Appropriation". Underneath the radio buttons, there are three links: "Master Address Repository", "Real Property Database", and "GIS SCOUT". The form consists of three input fields: a text box labeled "Enter your Square Number Here", a dropdown menu labeled "Select Suffix, if any, from drop down box", and another dropdown menu labeled "Select Lot, if any from the drop down box". At the bottom of the form is a "Submit" button with a checkmark icon.

Office of the Surveyor Land Record Management System

Back
Home

Search by Square and Lot Number

Square
  Parcel
  Reservation
  Appropriation

[Master Address Repository](#)
[Real Property Database](#)
[GIS SCOUT](#)

Enter your Square Number Here

0100

Select Suffix, if any, from drop down box

No Suffix ▾

Select Lot, if any from the drop down box

All Lots ▾

Submit

**Step 2: Select Document Type**

Users are provided with the Document Types and their count related to the Square Number entered. Users are required to make at least one selection from various document types.

Office of the Surveyor Land Record Management System

Back
Home

Search Results for: 0100

Document Type	Document Count
Book	195
IndexCards	44
Map	6
Paper	183

Leave a Comment

**Step 3: Select Sub Document Type**

Upon selection of a given document type from result screen1, the corresponding breakdown of the search results along with the count is displayed for the selected document type. Users are required to make at least one selection from various documents.

The screenshot shows the 'Office of the Surveyor Land Record Management System' interface. At the top, there are 'Back' and 'Home' buttons. Below them, the search results are displayed for the category 'Paper'. The results are as follows:

Document Type	Count
Red Band Jackets	103
Survey Paper	38
Wall Reports	42

#### Step 4: Select Document

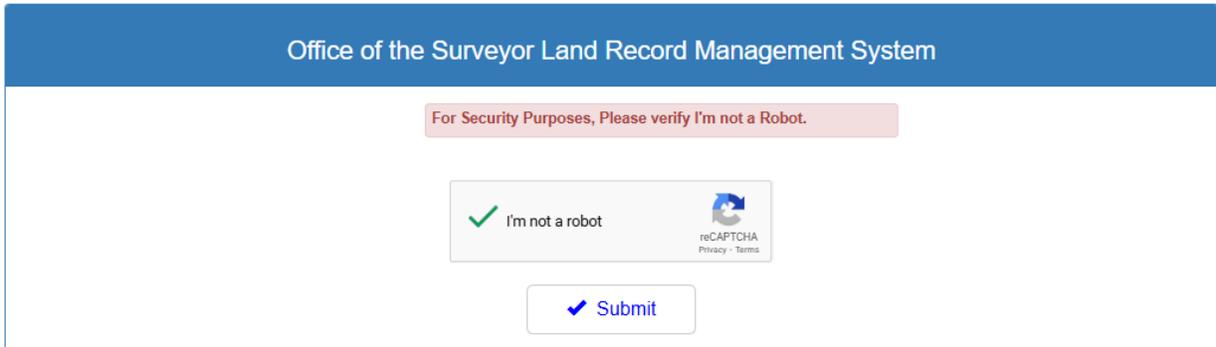
Upon selection of a given document(s) from result screen 2, the corresponding breakdown of the search results along with links to the document is displayed for the selected document. User is required to make at least one selection from various links displayed.

The screenshot shows the 'Office of the Surveyor Land Record Management System' interface. At the top, there are 'Back' and 'Home' buttons. Below them, a red button says 'Click On Link Below'. Below that, a table displays a list of documents for the category 'Paper Survey Paper':

Document ID	Description
B_0100_0001.jpg	A. Survey Jacket
B_0100_0004.jpg	B. Survey Papers (Entire or Partial Square)
B_0100_0008.jpg	B. Survey Papers (Entire or Partial Square)
B_0100_0028	B. Survey Papers (Entire or Partial Square)
B_0100_0032	B. Survey Papers (Entire or Partial Square)
B_0100_0033	B. Survey Papers (Entire or Partial Square)
B_0100_0036	B. Survey Papers (Entire or Partial Square)
B_0100_0038	B. Survey Papers (Entire or Partial Square)
B_0100_0040	B. Survey Papers (Entire or Partial Square)
B_0100_0043	B. Survey Papers (Entire or Partial Square)

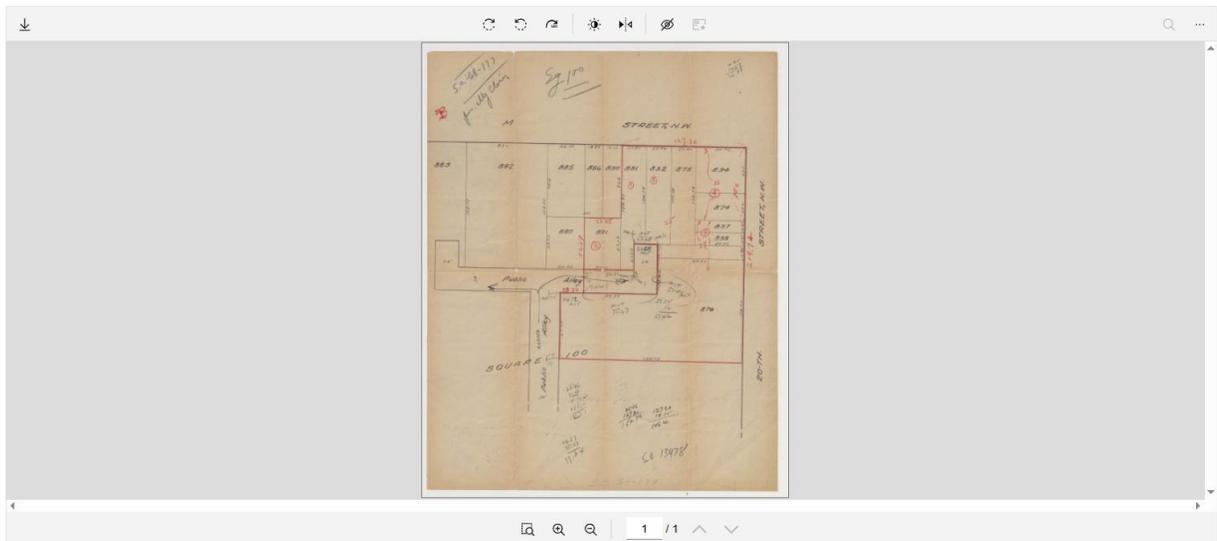
### Step 5: Captcha Screen

Upon selection of a link from the results screen, users are required to complete the captcha and click submit.



### Step 6: View Document

After completing the captcha screen, the document is displayed in the IBM Daeja Viewer. The user has the capability to zoom-in, zoom-out and magnify any portion of image.

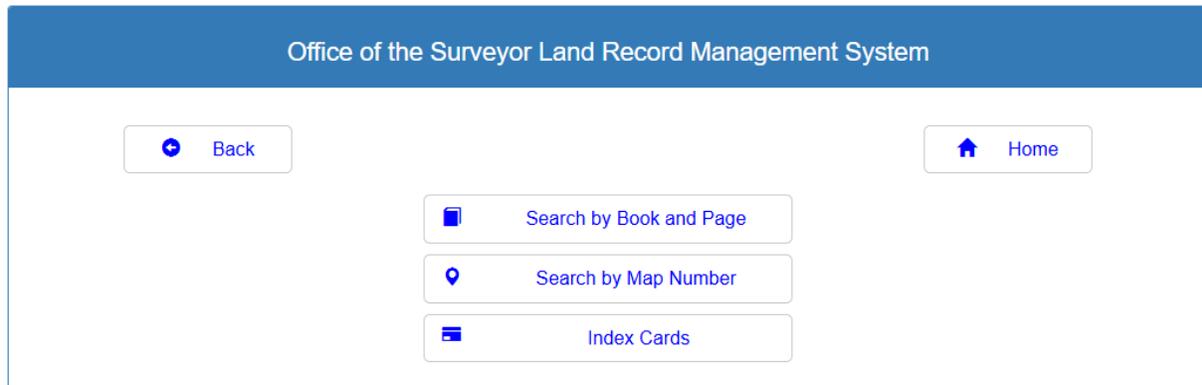


## Advanced Options Screen:

### Step One: Select Document Type

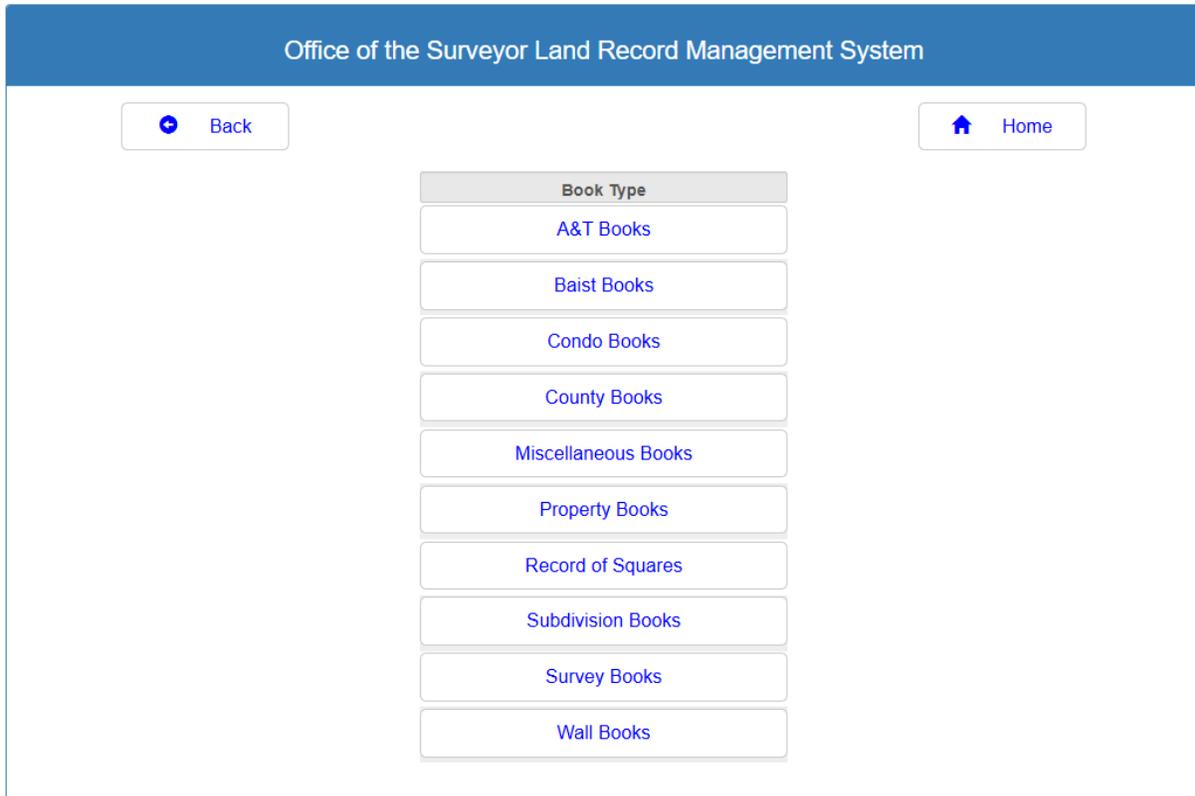
Users are required to make at least one selection from the following options:

- Books
- Maps
- Index Cards



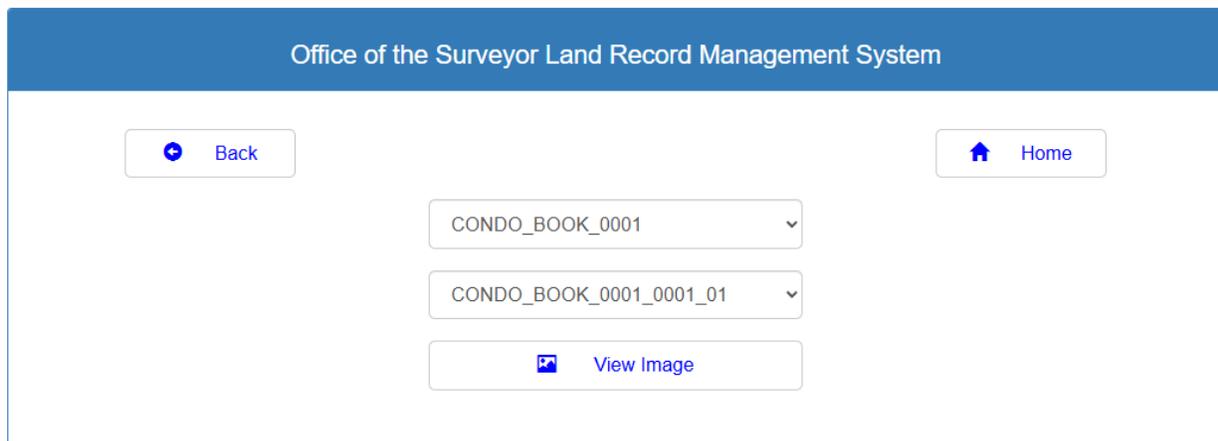
### Step 2: Select Sub Document Type

Upon selection of given search buttons from the Advanced Options Screen, the corresponding breakdown of the search results along with their document type is displayed. Users are required to make at least one selection from various document types.



### Step 3: Select Book/Map/Index Card and Page Number

Upon selection of a given document type from result screen 1, users are required to make at least one selection from the 1st drop down box for document type and the 2nd dropdown box for Select Page and select the View Image button.

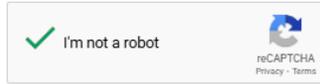


### Step 4: Captcha Screen

By clicking the View Image button on result screen 2, users are required to complete the captcha and click submit.

## Office of the Surveyor Land Record Management System

For Security Purposes, Please verify I'm not a Robot.



Submit

### Step 5: View Document

After completing the captcha screen, the document is displayed in the IBM Daeja Viewer. The user has the capability to zoom-in, zoom-out and magnify any portion of image.

