



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

# **SURDOCS USER GUIDE**

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

## SurDocs User Guide

### SURDOCS Home Screen:

User is prompted to start the process.

DC.gov  
Mayor Muriel Bowser

Department of Consumer and Regulatory Affairs

Home DCRA Home About DCRA

Office of the Surveyor Land Record Management System

[Click here to Start the Process](#)

Welcome to **SURDOCS** On Line records research interface! This is a BETA Version of the web based interface and will be continuously updated over the next few months. Please use the "**Make a Comment**" button located on each page to let us know of any difficulties or to provide any suggestions you may have.

[Click to Start the Process](#)

**District News**  
Mayor's Public Schedule  
Citywide News  
Citywide Calendar  
Subscribe to Receive Emails  
Subscribe to Text Alerts  
Subscribe to Newsletters  
Government Closures

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Grade DC  
Age-Friendly DC  
Sustainable DC  
Connect DC  
Great Streets  
72hours Emergency Planning

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Agency Directory  
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Contact Agency Directors  
FOIA Requests  
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### Search Screen:

User is prompted to select search criteria (**Quick Search** or **Advanced Search Option**).

### Quick Search:

Quick Search is recommended to users who know their SSL (Square Suffix Lot)

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### Advanced Options:

Advanced Options are recommended to users who have knowledge of book types, Map types and Index cards type.

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Office of the Surveyor Land Record Management System

[Quick Search](#)  
[Advanced Options](#)  
[Leave a Comment](#)

### Quick Search Screen:

Users are prompted to select appropriate radio button (**Square, Parcel, Reservation, Appropriation**) depending upon the search criteria. User is then prompted to enter four digit square number then select suffix, if any, from the drop down box and select lot, if any, from the dropdown box and select submit button.

The user can select the back button at any time to return to the Search Screen then select the home button to return to the Home screen to begin another search.

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](#) [PIVS](#)

Enter your Square Number Here

Enter 4-Digit Square Number

Select Suffix, if any, from drop down box

Select Suffix, If Any

Select Lot, if any from the drop down box

Select Lot, If Any

Submit

Select Submit Button

Select Radio Button "Square" Selected

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](#) [PIVS](#)

Enter your Square Number Here

0100

Select Suffix, if any, from drop down box

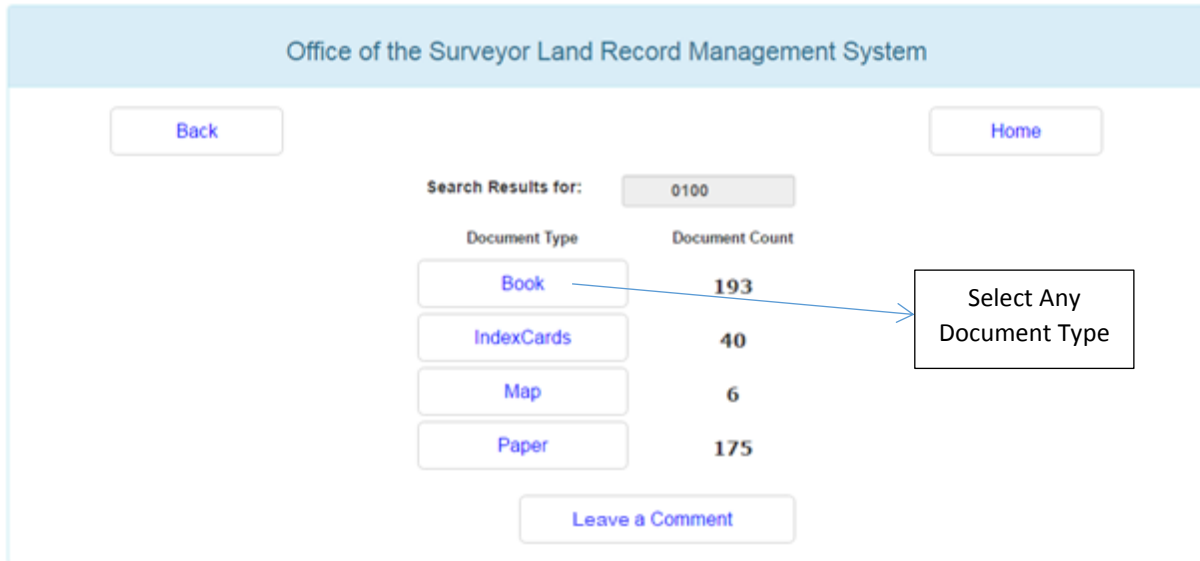
No Suffix

Select Lot, if any from the drop down box

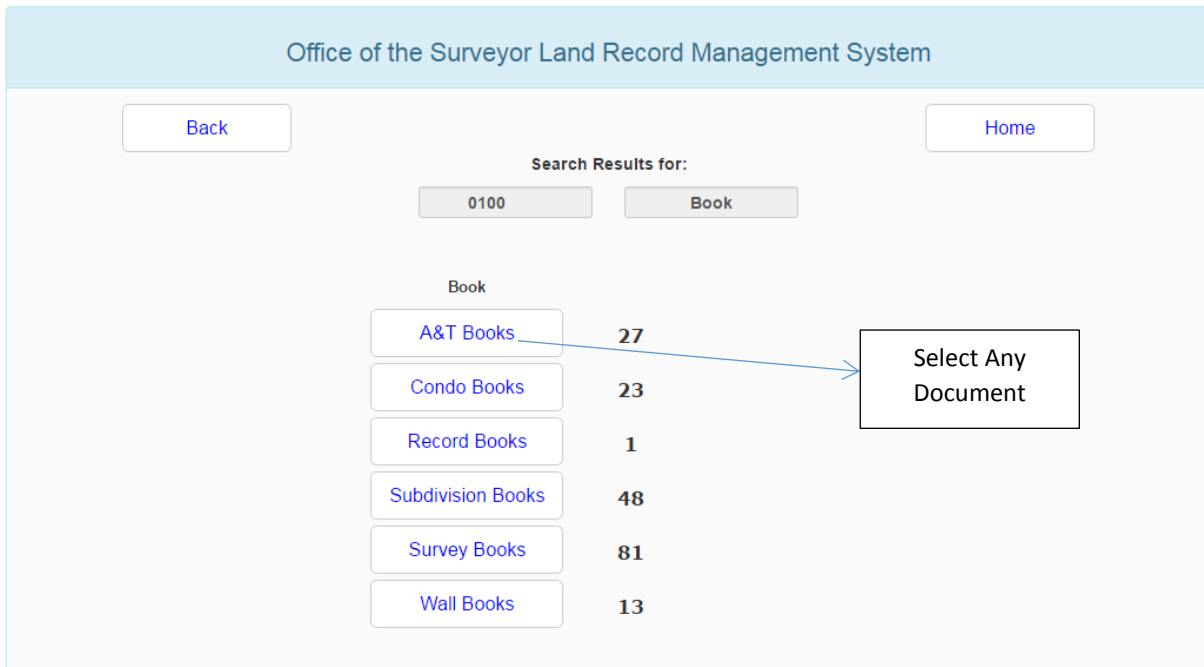
All Lots

Submit

**Result Screen 1:** User is provided with the Document Types and their count related to the Square Number entered. User is required to make at least one selection from various document types.



**Result Screen 2:** Upon selection of a given document type from result screen 1, the corresponding breakdown of the search results along with the count is displayed for the selected document type. User is required to make at least one selection from various documents.



**Result Screen 3:** 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

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the selected document. User is required to make at least one selection from various links displayed.

**Office of the Surveyor Land Record Management System**

**Click on Image Link Below**

|      |           |                                   |                    |  |
|------|-----------|-----------------------------------|--------------------|--|
| Book | A&T Books | A&T_BOOK_03_3107_3119_Z_3110-G    | Page Number 3110-G | - 0100   |
| Book | A&T Books | A&T_BOOK_03_3107_3119_Z_3119-A    | Page Number 3119-A | - 0100   |
| Book | A&T Books | A&T_BOOK_10_3277_B_3300_Z_3290-X  | Page Number 3290-X | - 0100   |
| Book | A&T Books | A&T_BOOK_12_3322_J_3332_Z_3327-B  | Page Number 3327-B | - 0100   |
| Book | A&T Books | A&T_BOOK_19_3471_3480_Z_3472-U    | Page Number 3472-U | - 0100   |
| Book | A&T Books | A&T_BOOK_19_3471_3480_Z_3475-U    | Page Number 3475-U | - 0100   |
| Book | A&T Books | A&T_BOOK_20_3489_R_3498_Z_3489-V  | Page Number 3489-V | - 0100   |
| Book | A&T Books | A&T_BOOK_20A_3499_3507_Z_3502-K   | Page Number 3502-K | - 0100   |
| Book | A&T Books | A&T_BOOK_20A_3499_3507_Z_3506-G   | Page Number 3506-G | - 0400   |
| Book | A&T Books | A&T_BOOK_23A_3549_Y_3560_Q_3557-E | Page Number 3557-E | - 0100   |
| Book | A&T Books | A&T_BOOK_23A_3549_Y_3560_Q_3557-F | Page Number 3557-F | - 0100   |
| Book | A&T Books | A&T_BOOK_23A_3549_Y_3560_Q_3557-G | Page Number 3557-G | - 0100   |
| Book | A&T Books | A&T_BOOK_23A_3549_Y_3560_Q_3557-H | Page Number 3557-H | - 0100   |
| Book | A&T Books | A&T_BOOK_23A_3549_Y_3560_Q_3557-I | Page Number 3557-I | - 0100   |
| Book | A&T Books | A&T_BOOK_24_3560_R_3569_O_3560-V  | Page Number 3560-V | - 0100   |
| Book | A&T Books | A&T_BOOK_24_3560_R_3569_O_3561-Y  | Page Number 3561-Y | - 0100   |
| Book | A&T Books | A&T_BOOK_25_3569_P_3577_Y_3574-P  | Page Number 3574-P | - 0100   |
| Book | A&T Books | A&T_BOOK_28_3596_J_3604_J_3597-D  | Page Number 3597-D | - 0100   |
| Book | A&T Books | A&T_BOOK_32_3640_3649_Z_3646-L    | Page Number 3646-L | - 0100   |
| Book | A&T Books | A&T_BOOK_39_3710_3719_Z_3710-K    | Page Number 3710-K | - 0100   |
| Book | A&T Books | A&T_BOOK_39_3710_3719_Z_3715-X    | Page Number 3715-X | - 0100   |
| Book | A&T Books | A&T_BOOK_41_3745_3773_Z_3745-F    | Page Number 3745-F | - 0100 - 0100 0898   |
| Book | A&T Books | A&T_BOOK_51_3851_3855_Z_3851-W    | Page Number 3851-W | - 0100 - 0100 0898   |
| Book | A&T Books | A&T_BOOK_54_3866_3870_Z_3867-H    | Page Number 3867-H | - 0100 - 0100 0899 - 0100 0900                                     |
| Book | A&T Books | A&T_BOOK_54_3866_3870_Z_3867-V    | Page Number 3867-V | - 0100 - 0100 0901 - 0100 2001 - 0100 2002 - 0100 2003 - 0100 2004 |
| Book | A&T Books | A&T_BOOK_PLATS_0864_1063_0947     | Page Number 0947   | - 0100   |
| Book | A&T Books | A&T_BOOK_TRACING_0001_0150_0100   | Page Number 0100   | - 0100   |

Select Any Link

### Login Screen to View Image:

Upon selection of a link from result screen 3, user is requested to login with the following login information displayed on the left side of the login screen to view the document.

**Login with the following credentials:**  
Username = SURDOCUSER  
Password = SURDOC51

Welcome to The Surveyors Office

User name:

Password:

Enter User Name: "surdocs-user"

Enter Password: "surdocs1"

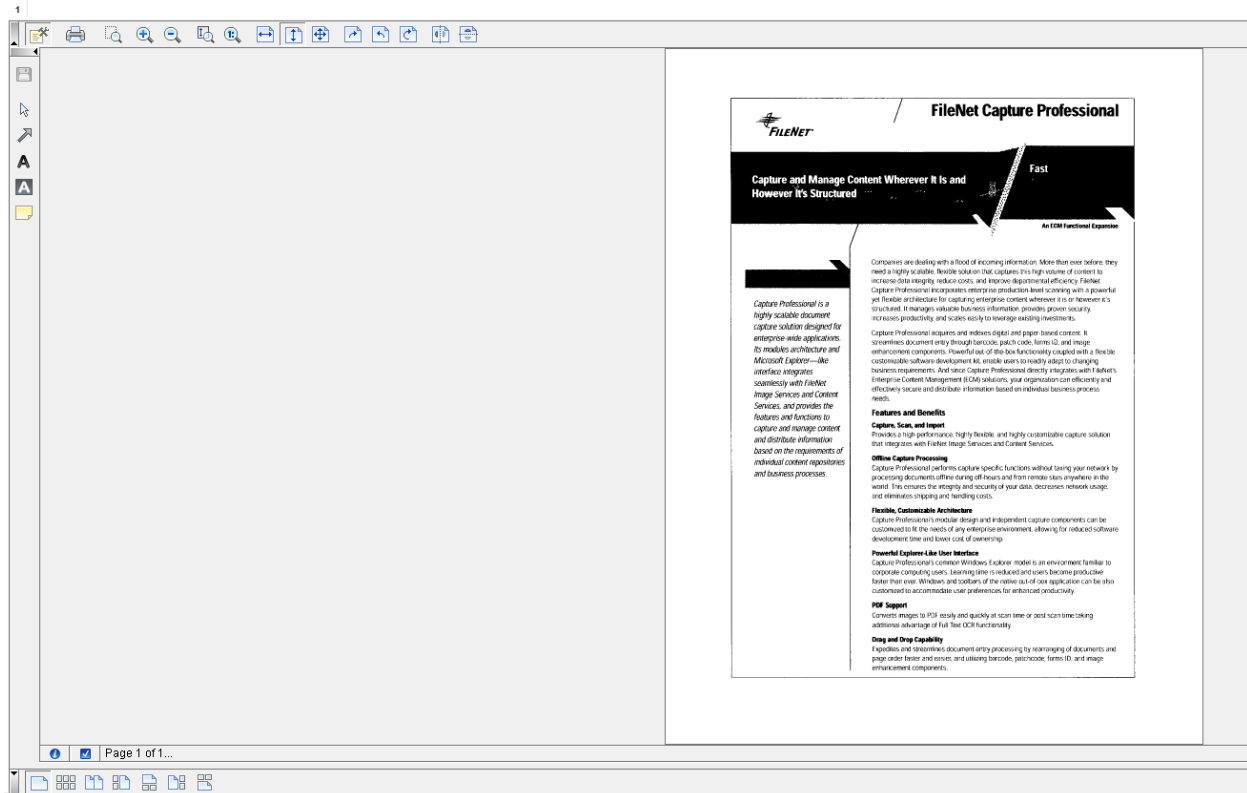
Log In



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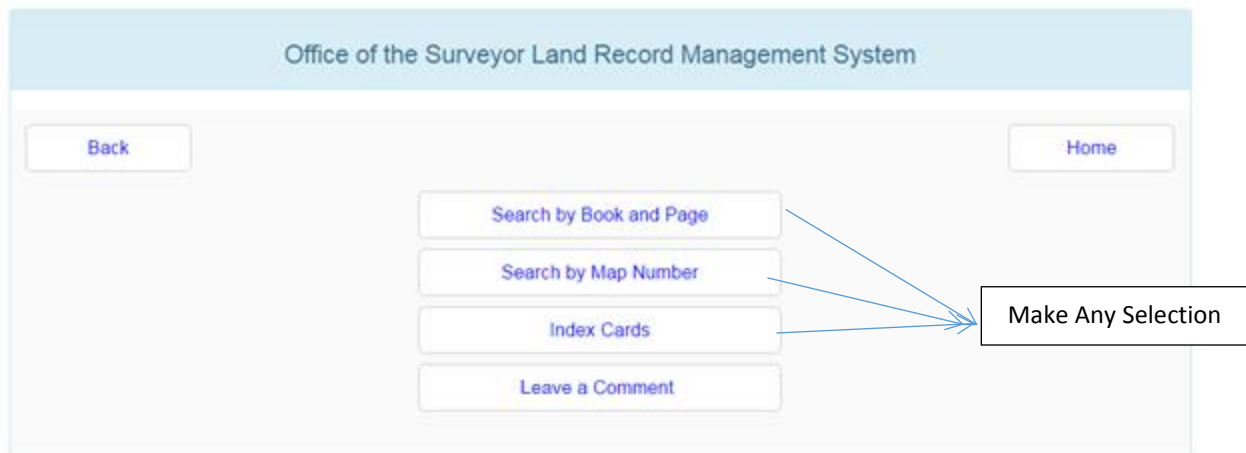
### Image Screen:

Upon login from the logon screen Image, open in the IBM Daeja View ONE image viewer. The user has the capability to zoom-in, zoom-out and magnify any portion of image.



### Advanced Options Screen:

User is required to make at least one selection from the following options.



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### **Result Screen1:**

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. User is required to make at least one selection from various document types. What kind of books (Baist) are in the second column?

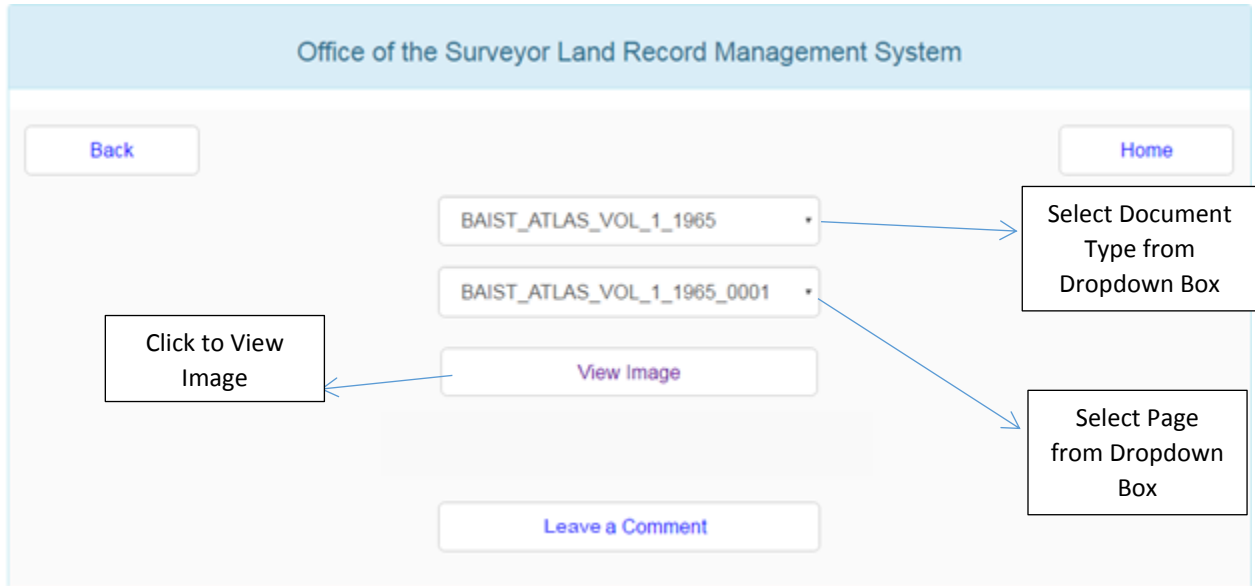
The screenshot displays the 'Office of the Surveyor Land Record Management System' interface. At the top, there is a light blue header with the system name. Below the header, there are two buttons: 'Back' on the left and 'Home' on the right. In the center, there is a vertical list of buttons representing different book types: 'A&T Books', 'Baist Books', 'Condo Books', 'County Books', 'Miscellaneous Books', 'Property Books', 'Record of Squares', 'Subdivision Books', 'Survey Books', and 'Wall Books'. At the bottom of this list is a button labeled 'Leave a Comment'. To the right of the list, there is a text box containing the instruction 'Make Any Selection'. A blue arrow points from the 'Home' button towards the 'Baist Books' button.

### **Result Screen2:**

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

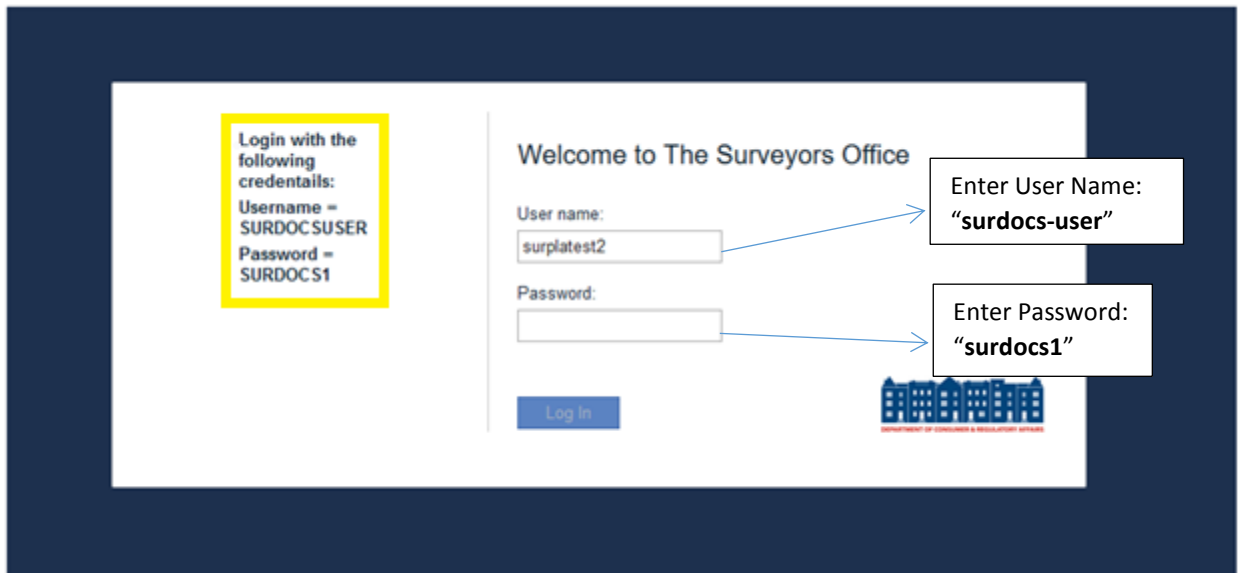


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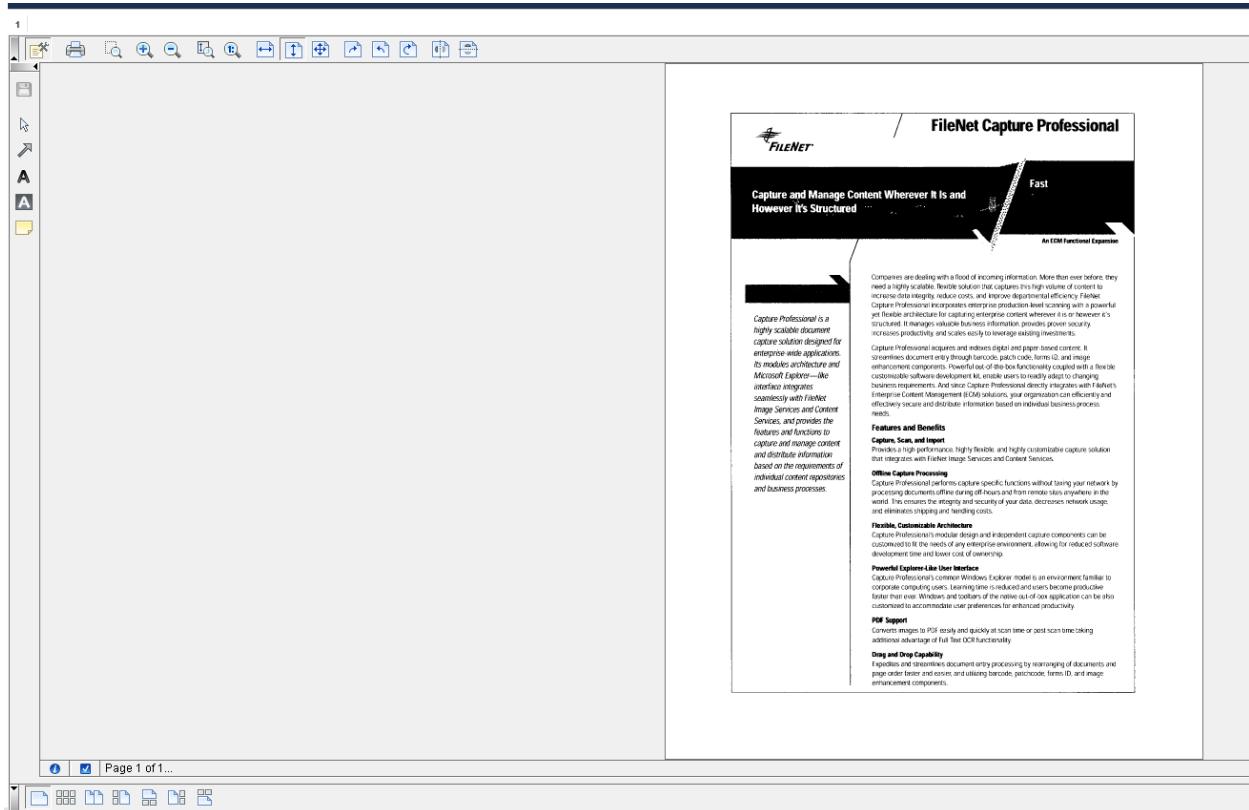
### Login Screen to View Image:

By clicking the View Image button on result screen 2, user is requested to login with the following login information displayed on left side of the login screen to view the document.



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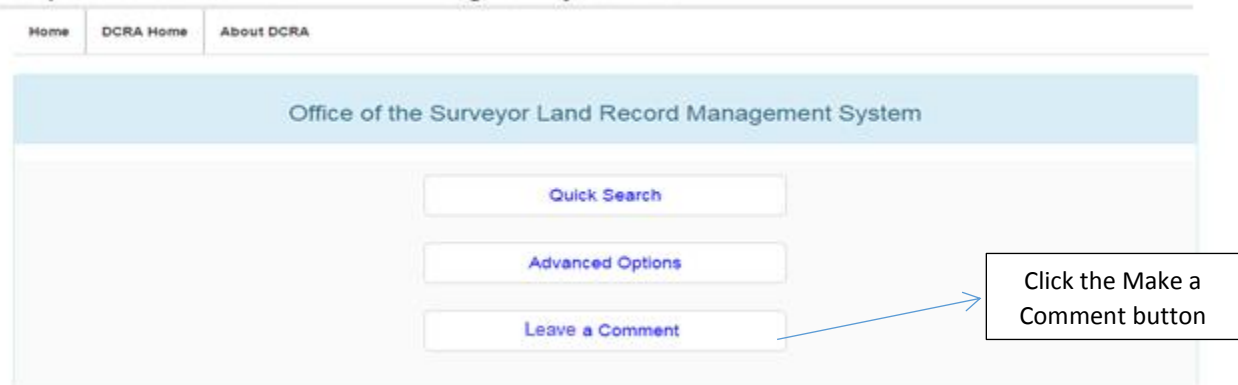
**Image Screen:** The login from the logon screen Image opens in the IBM Daeja View ONE image viewer. User has the capability to zoom-in, zoom-out and magnify any portion of image.



## Leave a Comment:

You can see leave a comment on any screen by pressing the button and providing any feedback when selecting the comment button.

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### **Comment Screen:**

Post your comments under the description box and click the submit button. If you do not wish to provide feedback select the cancel button to return to the previous screen.

The screenshot shows a web interface for the Office of the Surveyor Land Record Management System. At the top, a light blue header contains the text "Office of the Surveyor Land Record Management System". Below the header, the main content area is titled "Please Provide Comments". Underneath this title is a label "Description" followed by a large, empty rectangular text input box. To the right of the input box, a blue arrow points from a box labeled "Comment Section" to the input area. At the bottom left of the form is a button with a green checkmark and the text "Submit". At the bottom right is a button with a red 'X' and the text "Cancel".

If you have any questions about this user manual or the SurDocs system, please call DCRA at 202-442-4566.