



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

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

About DC
Open DC
Budget
Emancipation
Consumer Protection
Contracts
Property Quest
Track DC

Contact Us
Agency Directory
Call 311
Contact the Mayor
Contact Agency Directors
FOIA Requests
Report Website Problems
Send Feedback

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)

SurDocs User Guide

Advanced Options:

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

Department of Consumer and Regulatory Affairs

Home	DCRA Home	About DCRA
------	-----------	------------

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

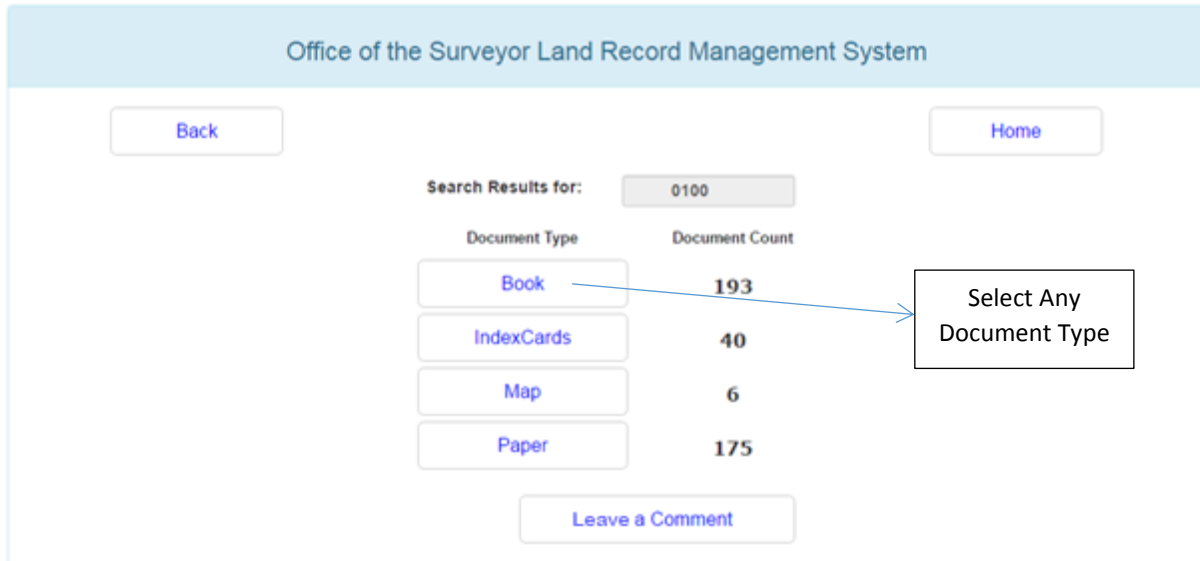
No Suffix

Select Lot, if any from the drop down box

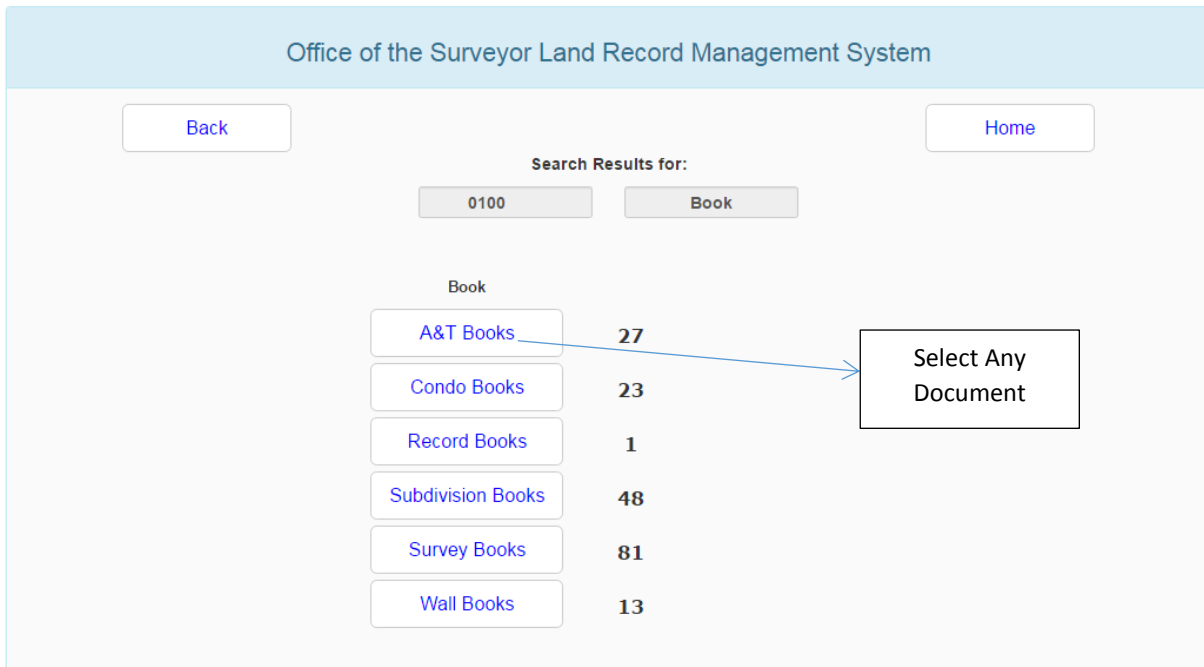
All Lots

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

SurDocs User Guide

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.

Welcome to The Surveyors Office

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

User name:

Password:

Enter User Name: "surdocs-user"

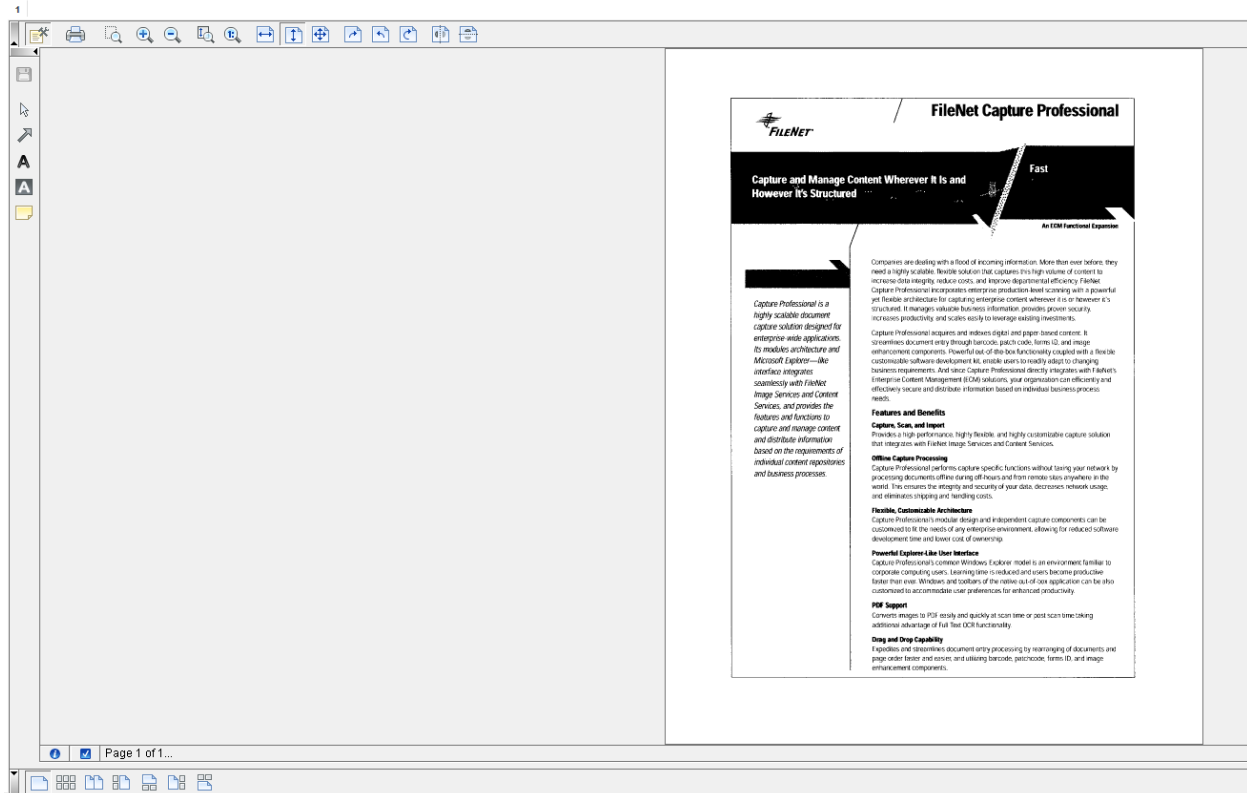
Enter Password: "surdocs1"



SurDocs User Guide

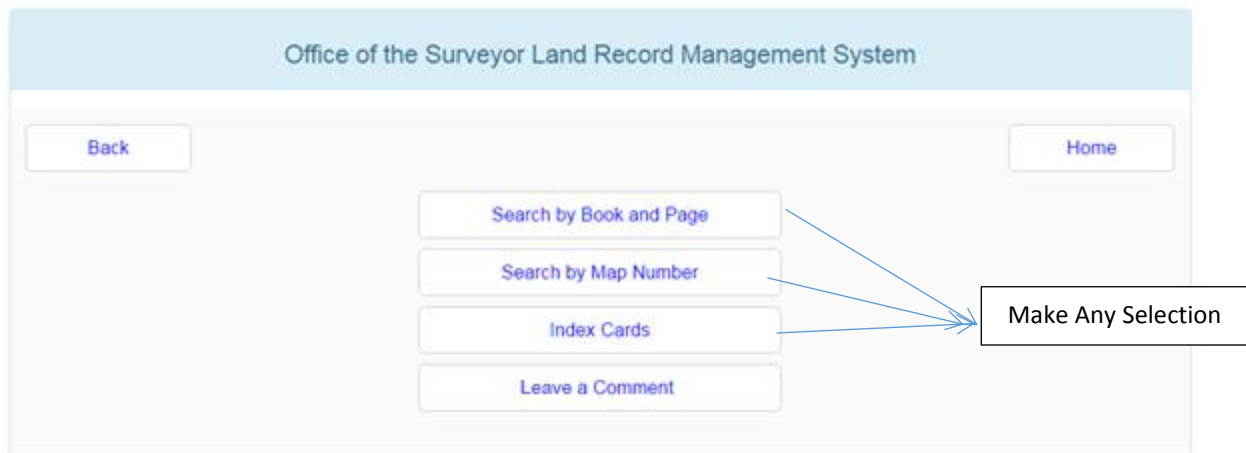
Image Screen:

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.



SurDocs User Guide

Result Screen1:

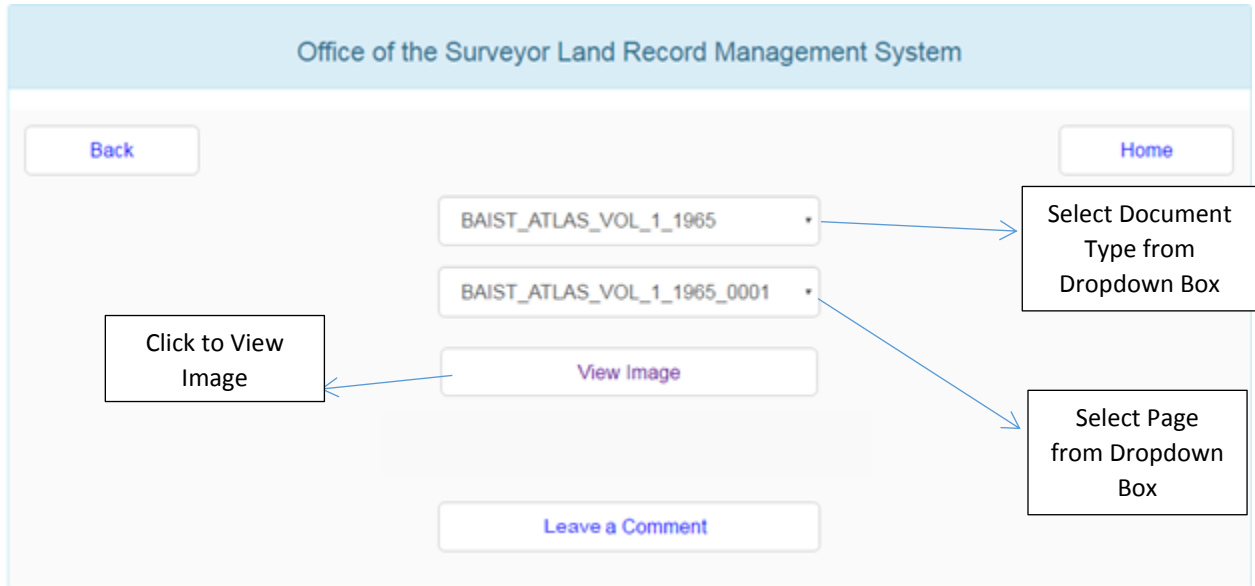
Upon selection of given search buttons from the Advanced Options Screen, the corresponding breakdown of the search results along with their document type is displayed. User is required to make at least one selection from various document types. What kind of books (Baist) are in the second column?

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: 'Book Type', 'A&T Books', 'Baist Books', 'Condo Books', 'County Books', 'Miscellaneous Books', 'Property Books', 'Record of Squares', 'Subdivision Books', 'Survey Books', 'Wall Books', and 'Leave a Comment'. A blue arrow points from the 'Home' button to the 'Baist Books' button. To the right of the 'Baist Books' button, there is a text box containing the instruction 'Make Any Selection'.

Result Screen2:

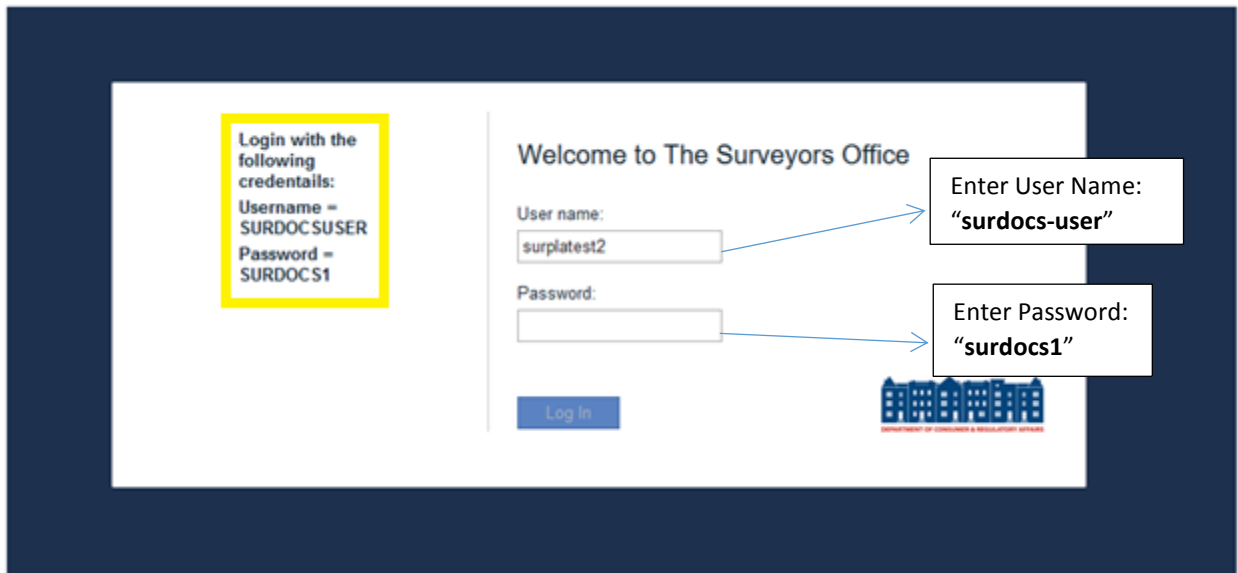
Upon selection of a given document type from result screen 1, user is required to make at least one selection from the 1st drop down box for document type and the 2nd dropdown box for Select Page and select the View Image button.

SurDocs User Guide



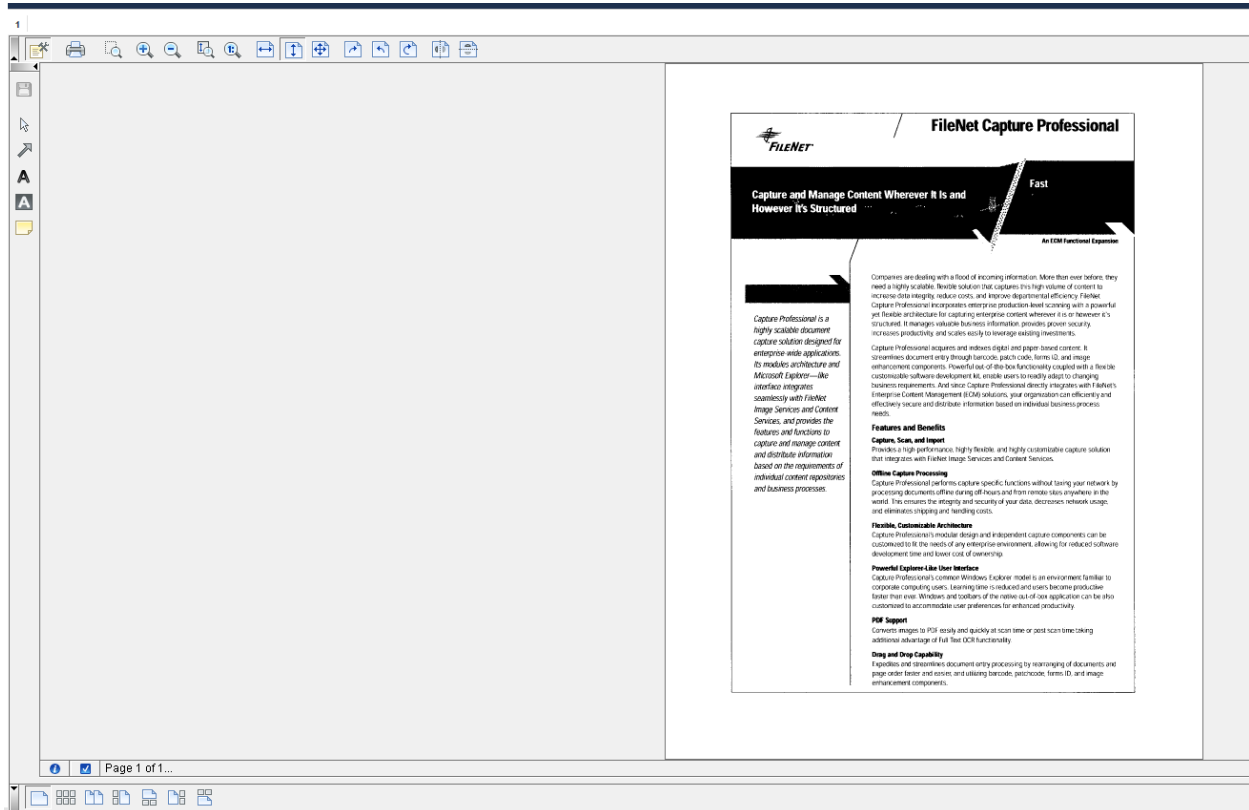
Login Screen to View Image:

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.



SurDocs User Guide

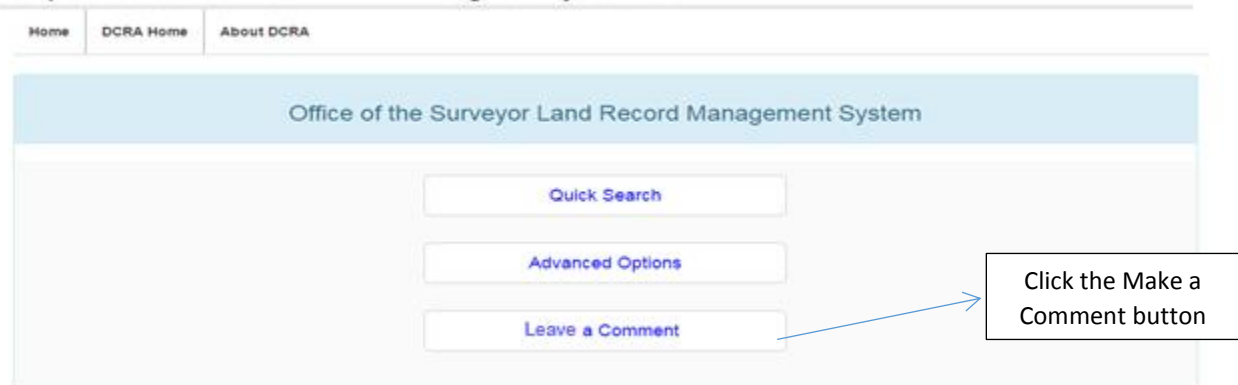
Image Screen: The login from the logon screen Image opens in the IBM Daeja View ONE image viewer. User has the capability to zoom-in, zoom-out and magnify any portion of image.



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.

Department of Consumer and Regulatory Affairs



SurDocs User Guide

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, there is a light blue header with the text "Office of the Surveyor Land Record Management System". Below the header, the main content area has a white background. At the top of this area, it says "Please Provide Comments". Below that, the word "Description" is centered above a large, empty rectangular text input box. To the right of the input box, there is a blue arrow pointing to a rectangular box labeled "Comment Section". At the bottom left of the main content area, there is a button with a green checkmark and the text "Submit". At the bottom right, there 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.