HOW TO PERFORM SEARCHES IN PIMS ONLINE

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1. CREATING A PIMS ONLINE ACCOUNT

register

Please create your free account to access our services.

✖ Email: [   ]   Address 2: [   ]

✖ Password: [   ]   City: [▾]

✖ Confirm Password: [   ]   ✖ Ward: [▾]

✖ First Name: [   ]   Phone Number: [   ]

Middle Name: [   ]   Pin: [   ]

✖ Last Name: [   ]   Type the characters you see in the picture.

✖ Address 1: [   ]   DHVJGR

The picture contains 6 characters.

✖ Characters: [   ] ↻

Register

All items with a RED '*' must be filled out

2. PAYMENTS

Once you have created an account, payment for this service can be made directly to a Land Registry cashier. Cash payments for this Service can be made at:

Registration House	Registrar General Dpt - San Fernando	Registrar General Dpt - Arima
72-74 South Quay	9 Leotaud Street	Pennywise Building (2nd Floor)
Port of Spain	San Fernando	10-10A Devenish Street
Trinidad and Tobago		Arima

When making a payment please supply the cashier with the email address used to register.
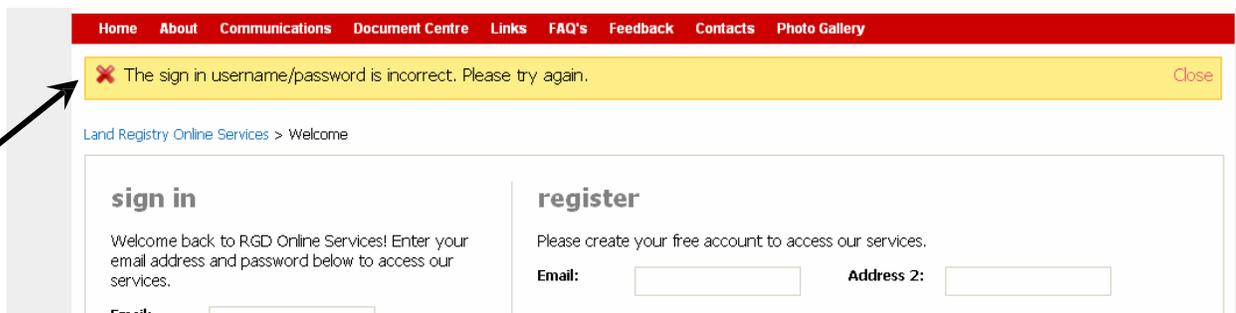
Alternative Method of Payment

Cheques as well as International Money Orders are also accepted. These are to be made out to *"The Registrar General".*

They should be accompanied by a note stating the user account (email address) you wish to credit and also indicating that it is a payment for the Land Online Search Service.
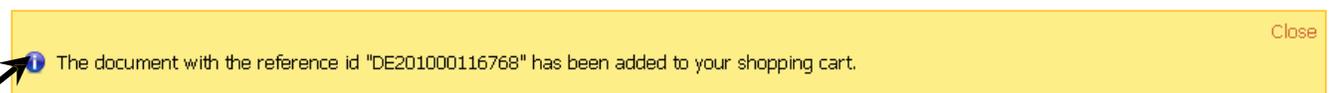
Include your e-mail address and contact number so you may be contacted if any issues may arise.

3. MESSAGES

All messages are highlighted in yellow and displayed at the top of the screen

4.   SEARCHING FOR A PARTICULAR DOCUMENT NUMBER

There are two formats for documents numbers.

The numbering system that existed prior to computerization in 2000. These documents are made up of a number and year e.g. 23451 of 1956. When looking for these numbers on PIMS online the number needs to be arrange in the following order if the number on the document consists of 5 digits as in the e.g. given above

   <Document prefix><year><document number><*> Eg.

Deed

Start Date	
End Date	
Reference ID:	DE195623451*

If the number of digits on the document is less than 5 digits e.g 385 of 1976 the following format need to be used.

   <Document prefix><year><*><document number><*> e.g.

Deed

Start Date	
End Date	
Reference ID:	DE1976*385*

The Barcode Number

This is the number that appears at the bottom of the barcode that is placed on the document on registration e.g.

Filed: 2008/01/02 10:22:06 AM   DEED

DE2008 000004 64D001

To look for this document in PIMS online DE20080000464 should be typed into the Reference ID field in PIMS online the D001 is omitted

e.g

Deed

Start Date	
End Date	
Reference ID:	DE20080000464

5.   SEARCHING FOR A COMPANY

Company names are entered into the last name field for all document types.

Tip: Company names generally end in 'Limited' there are variations as to how this may be typed on a document so to ensure that your search is as complete it is advised that a (*) be place in lieu of the word limited.

e.g. Sunny Toys Limited should be queried in PIMS online by placing 'sunny toys *' in the last name field

Owner

First Name: [   ] ?
Middle Name: [   ] ?
Last Name: [sunny toys *   ] ?

The '*' is a wild card, it indicates that you would like to see all companies whose names start with 'sunny toys' in so doing all documents registered as 'Sunny Toys Limited' or 'Sunny Toy Ltd' or 'Sunny Toys LTD.' Etc would be displayed

6.   SEARCHING FOR NAMES

Names are broken up in the First , Middle and Last name fields. These names are places in the relevant fields provided.

Owner

First Name: [Jane   ] ?
Middle Name: [Mary   ] ?
Last Name: [Smith   ] ?

At times names are hyphenated

e.g. Jane Sampson-Smith

Tip: In situations like these it is advised that an '*' be placed instead of the '-

' e.g

Owner

First Name: [Jane   ] ?
Middle Name: [   ] ?
Last Name: [sampson*smith   ] ?

NB – capitalization of the first letters of names in not required.

7.   WHAT IS 'MAX RESULTS'

The 'Max Result' box appears at the bottom of the search criteria of all documents types. By default the system being back the first 100 records that matches you criteria. However you can extend this results list by typing in the amount of results you would like returned.

e.g.

Max Results 500

NB: the larger the number of search results returned is the long the query may take to run.

8.   Who is a 'Previous Owner' and do I when to use this option?

The previous owner is a check box available under the Deeds search options

When properties are sold it transfers from one party to another. If A sells a property to B, A is the previous owner of the property. Likewise if B then in turn mortgages the property to bank X, B becomes the previous owner of the property. In situation like these the check box should be selected in order to find the relevant documents.

The same applies to Power of Attorney documents when power of attorney for A is given to B, A becomes the previous owner of the rights.

In these instances the 'Use as Previous Owner' check box needs to be selected.

Tip: If you are searching for a property and you are not sure if the person is in fact the previous owner try performing the search with and without the check box selected.

9. **USING THE SHOPPING CART**

The shopping cart allows you to review what you are about to purchase. Unwanted documents can be removed by clicking the 'remove' link next to the unwanted document.

10. **CHECKING OUT THE SHOPPING CART**

To checkout items in your cart, select the little shopping cart item. This opens up a window which displays the items in your cart. Select checkout.
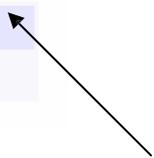
🛒 1 Items

Shopping Cart		✖
Total Cost:$10.00		Empty Cart Checkout Items
	Document Reference Number	Document Type
Remove	BS199800235693	BILL OF SALE

11. Removing Items from your cart

If you decide you no longer want an item in your cart you can remove the item by selecting the cart and choosing to remove the particular item you no long wish to see
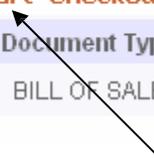
🛒 1 Items

Shopping Cart		✖
Total Cost:$10.00		Empty Cart Checkout Items
	Document Reference Number	Document Type
Remove	BS199800235693	BILL OF SALE

12.   MY DOWNLOADS

The 'My Documents' tab contains all documents available for view as well as list of all documents viewed within a 2 week period. Purchased images are available for viewing off the Ministry of Legal Affairs website for 12 hrs. However you have the option to download the image to your computer where it can be viewed indefinitely

Land Registry Online Services > Land Registry Online Searches > My Documents   amanda.fulchan@legalaffairs.gov.tt Logout

Land Registry Online Search   My Searches   My Documents

Account Details 🛒 **1 Items**   ⊞ **Collapse All** ⊟ **Expand All Close**

Show Documents: Available

Transaction Date	Reference Number	Fee Amount	Remaining Time	
⊟ **BILL OF SALE (1)**				
24/02/2010	BS200600000169	$10.00	05 h : 32 m : 47 s	view
⊟ **DEED (1)**				
24/02/2010	DE200200000569	$10.00	09 h : 06 m : 30 s	view
⊟ **JUDGEMENT (1)**				
24/02/2010	JS200500007094	$10.00	05 h : 32 m : 47 s	view