Welcome to the DHCD Public Records Search application, the web-based tool is used to search Department of Housing and Community Development public documents online.

1. To access the DHCD Public Search application use the following link in any web browser: http://www.dhcdrecords.org/DHCDnavigator/?desktop=DHCDPublic

2. Login with the credentials provided on the screen
   a. Username: DHCDPublicUser
   b. Password: DHCDPublicLogon20
c. Click the “Log In” button

3. Once you are logged in you will be able to access the public searches and documents
4. On the left-hand pane, you will see two folders “Recent Searches” and “All Searches”
   a. Recent Searches shows the most recent searches used
   b. All Searches show all the searches available to the public

5. Select and click on the “DHCD HRA RAD Public Search” icon to open the search tool
   Note: Expand the folders if you do not see the search icon

6. The DHCD HRA RAD Public Search tool will open in a tab in the right-hand pane
7. Add search criteria into at least one of the fields to define your search

Note: Address translates to the full address of the building or property.

Note: You can redefine your search to use “starts with”, “like” or “equals” for better search results by clicking on the dropdown list.
8. After inputting your search criteria press the “Search” button to run the search.

Note: The search results will open at the bottom.

9. To open or view a document double click on the object or select the object and press Actions > Open

Note: This will open the document in the same window.
10. Use the viewer tools in the bottom pane to zoom in and out

11. Use the down and up arrows in the bottom pane to move to the next page of the document

12. Use the rotate buttons, contrast, invert, and enhancement mode in the top pane to modify the image rotation and brightness
13. Use the Previous and Next button in the top pane to move to through the documents in the search results

14. Use the View Properties button in the top pane to view the metadata about the document

   Note: It will open the properties of the document in a side by side view.

15. Use the Arrow button or “X” button in the top pane to open the document in another window or to close the document

16. Use the Print Button in the top-right pane to Print or Download the document as a PDF

   Note: You can print all the pages, current page, or a range of pages
17. To redefine a search, click on “Search Criteria” to expand the search criteria option
18. Redefine the search criteria by entering or modifying the search properties

19. To view the Help documentation, click on the “?” button in the top-right pane

20. To logout either close the browser or click the on the person button in the top-right pane
21. If you have any additional questions or concerns please reach out the DHCD Help Desk: https://dc.gov/page/dcgovernmentwebsite or https://311.dc.gov/citizen/home