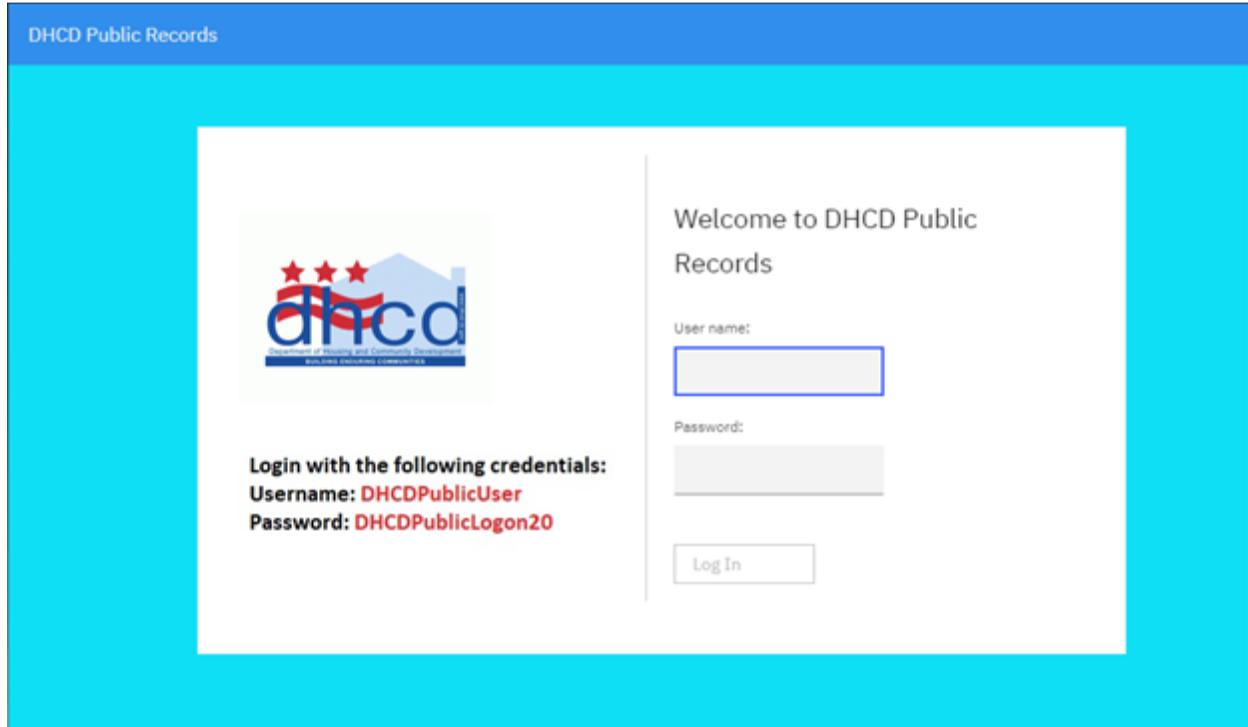


# DHCD Public Search User Manual



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>



DHCD Public Records

Welcome to DHCD Public Records

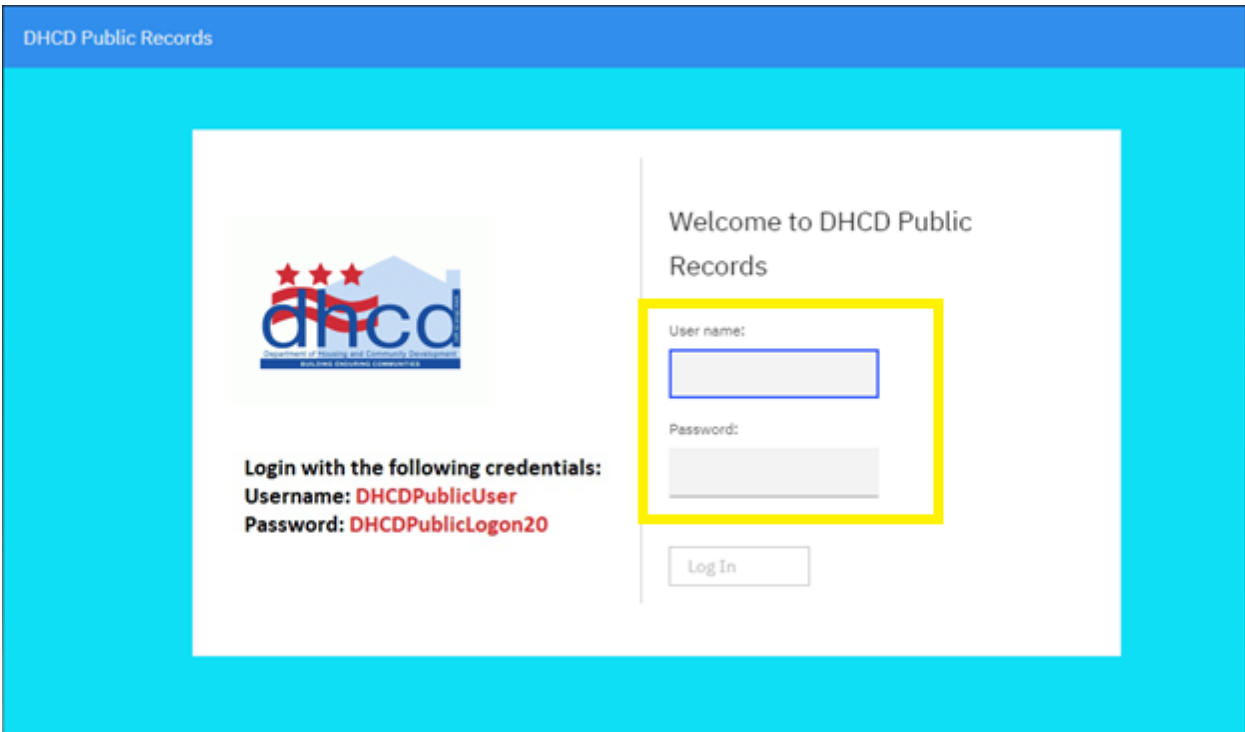
User name:

Password:

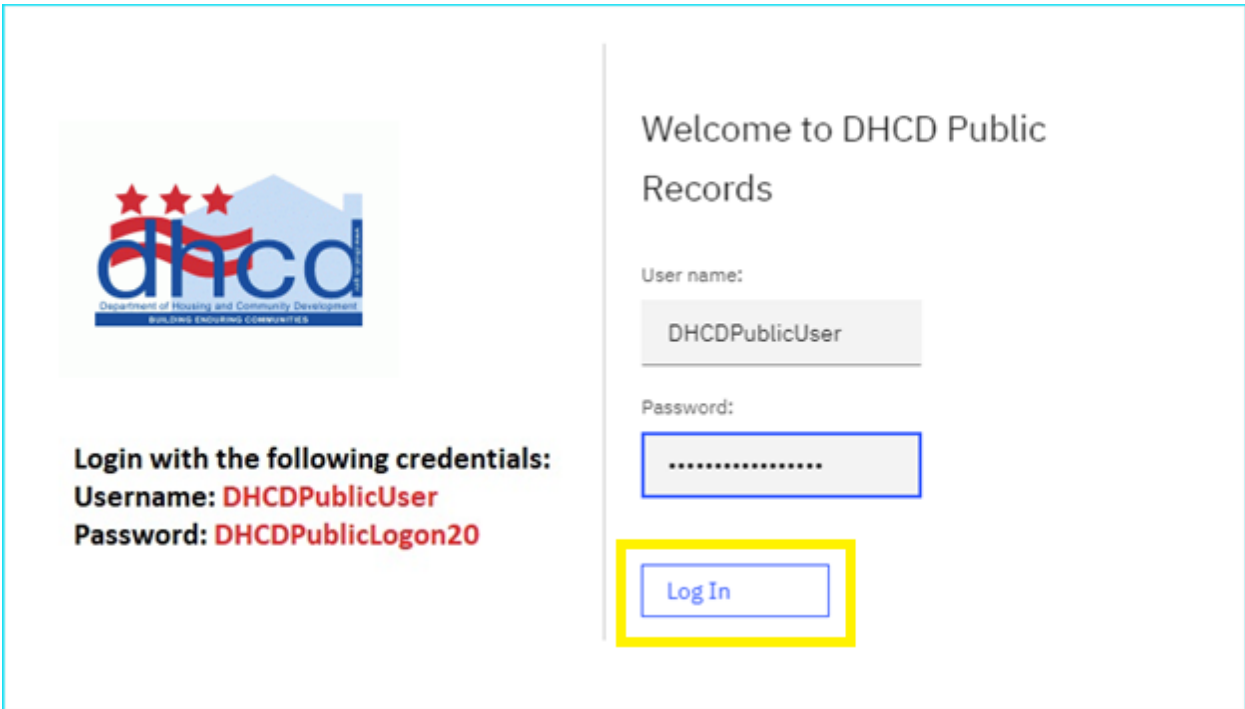
Log In

**Login with the following credentials:**  
**Username: DHCDPublicUser**  
**Password: DHCDPublicLogon20**

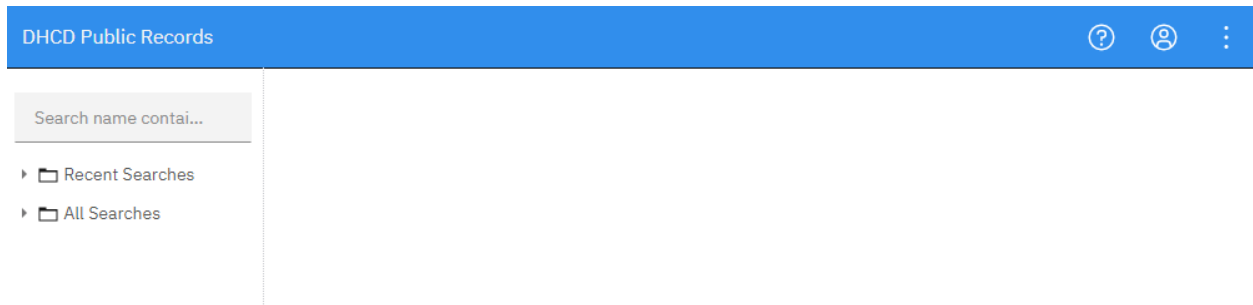
2. Login with the credentials provided on the screen
  - a. Username: DHCDPublicUser
  - b. Password: DHCDPublicLogon20



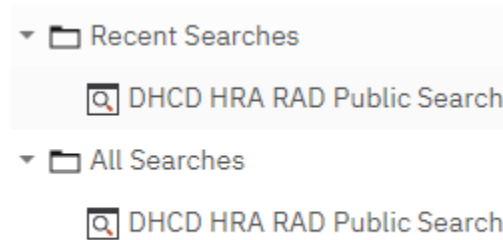
c. Click the "Log In" button



3. Once you are logged in you will be able to access the public searches and documents

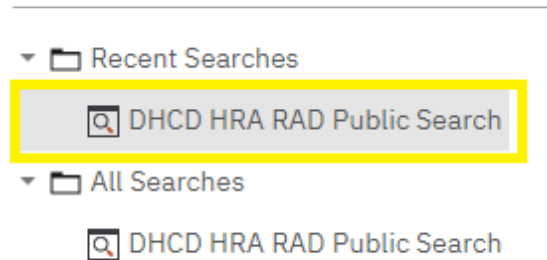


4. On the left-hand pane, you will see two folders “Recent Searches” and “All Searches”
  - a. Recent Searches shows the most recent searches used
  - b. All Searches show all the searches available to the public



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

DHCD HRA RAD Public Search ×

Search Criteria: Class: HRA\_RAC including subclas... Search in: DHCDOS Search options: Released version Property options: Match all ^

Address: ⓘ	Starts With <span>▼</span>	
File_Date: ⓘ	Equals <span>▼</span>	M/d/yyyy <span>📅</span>
Document_Type: ⓘ	Starts With <span>▼</span>	
File_Number: ⓘ	Starts With <span>▼</span>	
⋮		
Quadrant: ⓘ	Starts With <span>▼</span>	
Document_Date: ⓘ	Equals <span>▼</span>	M/d/yyyy <span>📅</span>
Owner_Manager: ⓘ	Starts With <span>▼</span>	
DCRA_BBL_No: ⓘ	Starts With <span>▼</span>	

Keep search criteria open

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.

DHCD HRA RAD Public Search ×

Search Criteria: Class: HRA\_RAC including subclasses Search in: DHCDOS Search options: Released version Property options: Match all ^

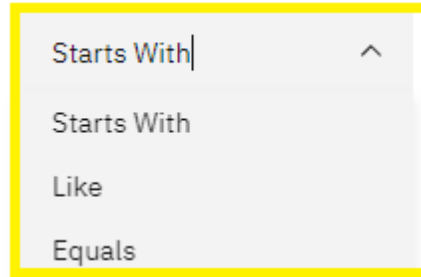
Address: ⓘ	Starts With <span>▼</span>	4100 MASS
File_Date: ⓘ	Equals <span>▼</span>	M/d/yyyy <span>📅</span>
Document_Type: ⓘ	Starts With <span>▼</span>	
File_Number: ⓘ	Starts With <span>▼</span>	
⋮		
Quadrant: ⓘ	Starts With <span>▼</span>	
Document_Date: ⓘ	Equals <span>▼</span>	M/d/yyyy <span>📅</span>
Owner_Manager: ⓘ	Starts With <span>▼</span>	
DCRA_BBL_No: ⓘ	Starts With <span>▼</span>	

Keep search criteria open

Note: You can redefine your search to use “starts with”, “like” or “equals” for better search results by clicking on the dropdown list

Address: ⓘ

File\_Date: ⓘ



8. After inputting your search criteria press the “Search” button to run the search

DHCD HRA RAD Public Search x

Search Criteria: Class: HRA\_RAC including subclasses Search in: DHCDOS Search options: Released version Property options: Match all

Address: ⓘ Starts With 4100 MASS

File\_Date: ⓘ Equals M/d/yyyy

Document\_Type: ⓘ Starts With

File\_Number: ⓘ

**Search** Reset Results Display

Keep search criteria open

Note: The search results will open at the bottom.

DHCD HRA RAD Public Search x

Search Criteria: Class: HRA\_RAC including subclasses Search in: DHCDOS Search options: Released version Property options: Match all

Search Results

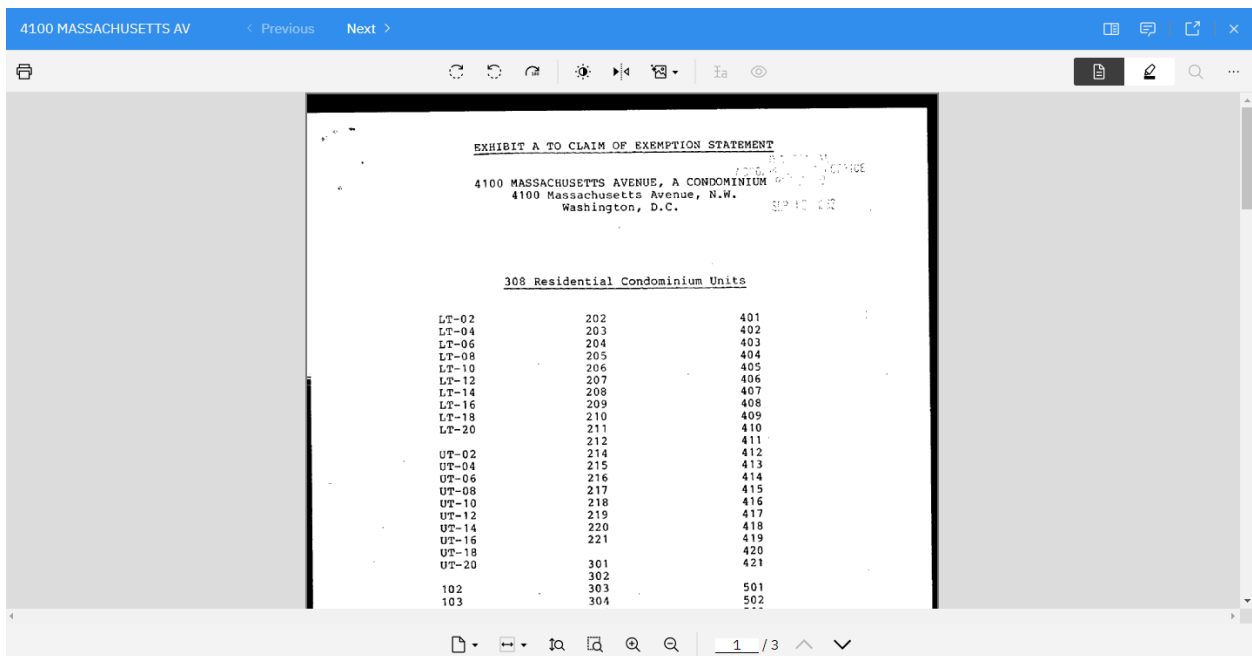
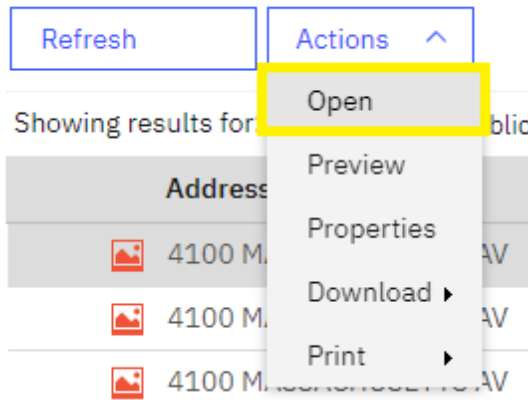
Refresh Actions

Showing results for: DHCD HRA RAD Public Search

Address	Document_Type	File_Number	Document_Date	Owner_Manager
4100 MASSACHUSETTS AV	LL_REGIST	NOT READ/AVAIL	7/1/1999	
4100 MASSACHUSETTS AV	LL_REGIST_AMEND	092665	12/30/1983	
4100 MASSACHUSETTS AV	MISCELLANEOUS	NOT READ/AVAIL	6/29/1994	
4100 MASSACHUSETTS AV	LL_REGIST	502216	3/11/1996	
4100 Massachusets Ave.,NW	-RAD Registration Claim			4100 Massachusetts Ave Assoc.
4100 MASSACHUSETTS AV	LL_REGIST	519099	6/29/1994	

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



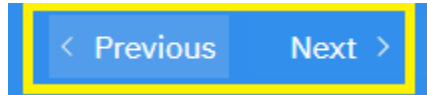
11. Use the down and up arrows in the bottom pane to move to the next page of the document



12. Use the rotate buttons, contrast, invert, and enhancement mode in the top pane to modify the image rotation and brightness

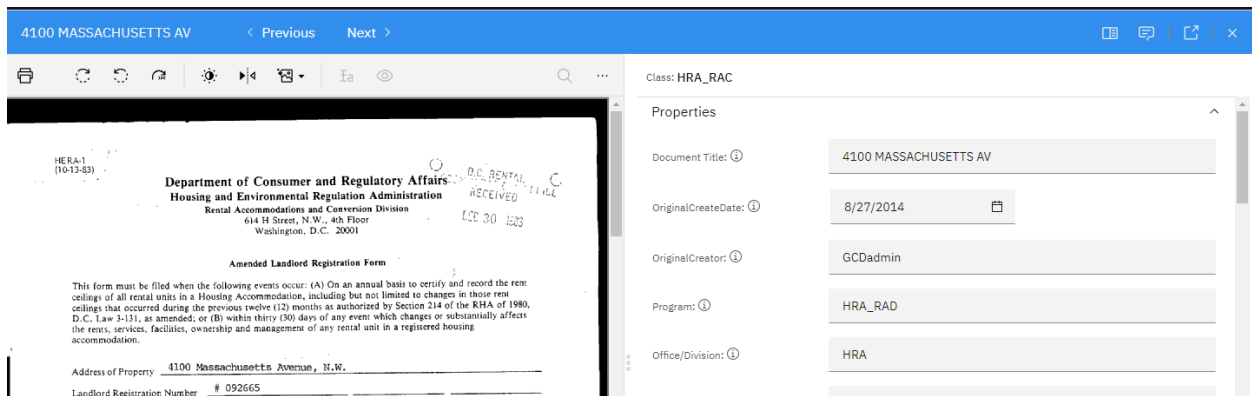


13. Use the Previous and Next button in the top pane to move to through the documents in the search results



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.

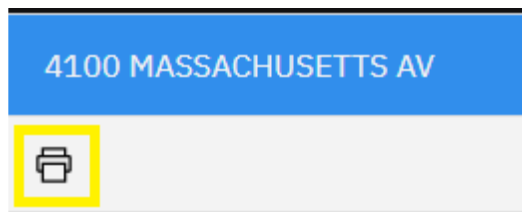


15. Use the Arrow button or "X" button in the top pane to open the document in another window or to close the document



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



Print ×

Pages to print

All  
 Current  
 Pages

Paper

Print Original Size

Size

Margins (mm)

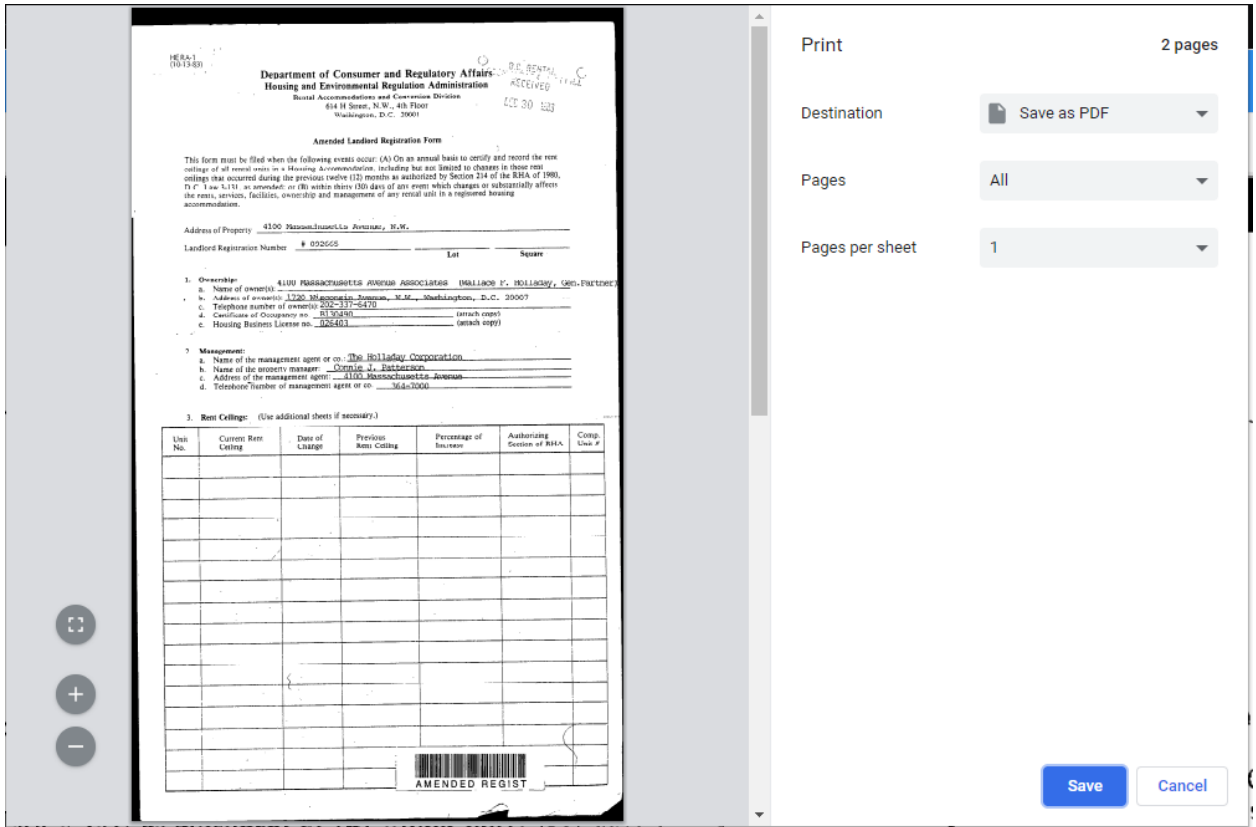
Left	Right	Top	Bottom
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Annotations

Sticky Notes Summary

**Cancel** **Prepare File**





17. To redefine a search, click on “Search Criteria” to expand the search criteria option

DHCD HRA RAD Public Search ×

**Search Criteria:** Class: HRA\_RAC including subclasses Search in: DHC DOS Search options: Released version Property options: Match all ▾

Search Results ▾

Refresh Actions ▾ ☰ ☰

Showing results for: DHCD HRA RAD Public Search

Address	Quadrant	Document_Type	File_Date	File_Number	
4100 MASSACHUSETTS AV	NW	LL_REGIST		NOT READ/AVAIL	
4100 MASSACHUSETTS AV	NW	LL_REGIST_AMEND		092665	

Properties ▾

Class: **HRA\_RAC**

DHCD HRA RAD Public Search x

Search Criteria: Class: HRA\_RAC including subclasses Search in: DHCDOS Search options: Released version Property options: Match all

Address: ① Starts With 4100 MASS

File\_Date: ① Equals M/d/yyyy

Document\_Type: ① Starts With

File\_Number: ①

Search Reset Results Display

Keep search criteria open

Search Results

Refresh Actions

Showing results for: DHCD HRA RAD Public Search

Address	Quadrant	Document_Type	File_Date	File_Number
4100 MASSACHUSETTS AV	NW	LL_REGIST		NOT READ/AVAIL
4100 MASSACHUSETTS AV	NW	LL_REGIST_AMEND		092665

Properties

Class: HRA\_RAC

18. Redefine the search criteria by entering or modifying the search properties

DHCD HRA RAD Public Search x

Search Criteria: Class: HRA\_RAC including subclasses Search in: DHCDOS Search options: Released version Property options: Match all

Address: ① Like MASS

File\_Date: ① Equals M/d/yyyy

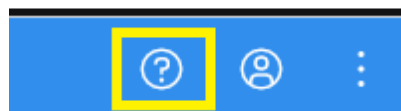
Document\_Type: ① Starts With

File\_Number: ①

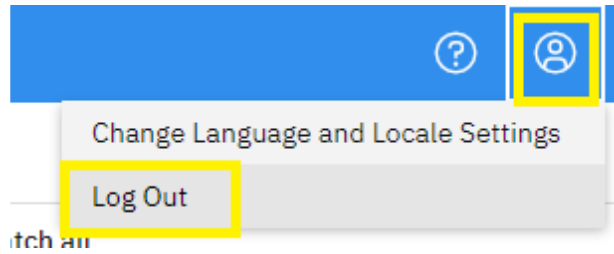
Search Reset Results Display

Keep search criteria open

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>