



Search for a Real Property Registry Inquiry — Criteria

Overview

The Property Accountability module Real Property Registry Inquiry process provides the ability to search for Registry records.

Navigation

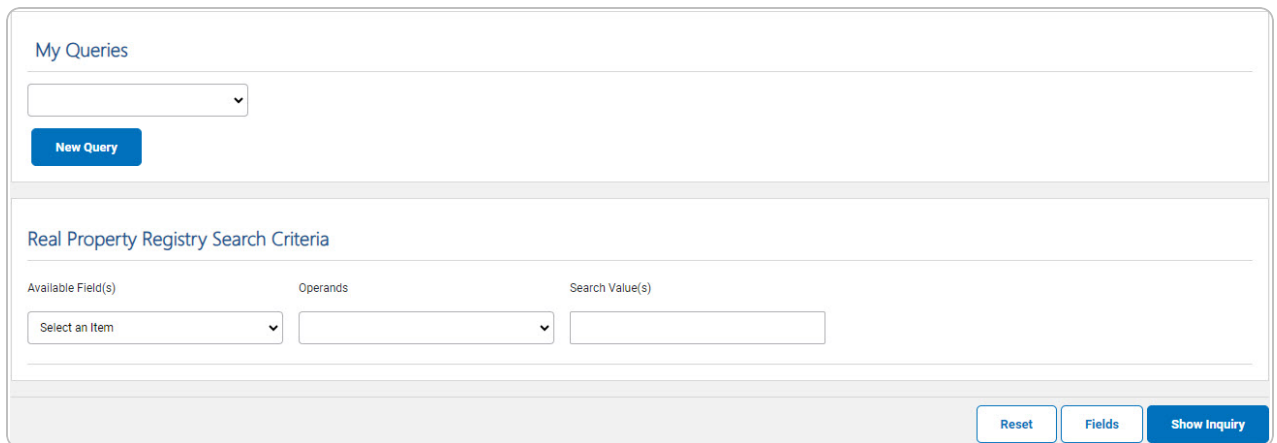
Inquiries > Real Property > RP Registry Inquiry > Real Property Registry Inquiry Search Criteria page

Procedures

Search for a Real Property Registry Inquiry — Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, choose which available field to use in the search.



The screenshot shows the 'Real Property Registry Search Criteria' form. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the 'Real Property Registry Search Criteria' section. It contains three input fields: 'Available Field(s)' with a dropdown menu showing 'Select an Item', 'Operands' with a dropdown menu, and 'Search Value(s)' with a text input field. At the bottom right of the form, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Choose which Available Field(s) to use in the search.

- A. Use  to select the first Available Field.





Note



Adding another Available Field  automatically populates an additional search criteria row.

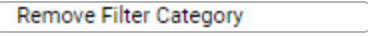
Note



Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
 - A. Use  to select the first Operands.
 - B. Use  to select the second Operands.
4. Choose which Search Value(s) to use in the search.
 - A. Use  to select the first Search Value.
 - B. Use  to select the second Search Value.

Remove an Available Field Row

- a. Use  to select desired Available Field.
 - b. Select . *The desired row is removed.*
5. Select . *The **Real Property Registry Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





Help Reference Guide

My Queries

Real Property Registry Search Criteria

Available Field(s)	Operands	Search Value(s)
Select an Item		

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
 3. Select . *The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.*
 4. Select . *The **Real Property Registry Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Real Property Registry Inquiry — Results** page appears.*

Select a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*





Help Reference Guide

My Queries

[New Query](#)

Real Property Registry Search Criteria

Available Field(s)	Operands	Search Value(s)
Select an Item		

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Fields](#). The **Real Property Registry Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Real Property Registry Inquiry — Results** page appears.

Update a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, the search criteria fields change, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.

My Queries

[Delete Query](#) [New Query](#) [Update Query](#)

Real Property Registry Search Criteria

Available Field(s)	Operands	Search Value(s)
Select an Item		

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Update Query](#). The query information is updated.

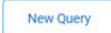
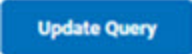


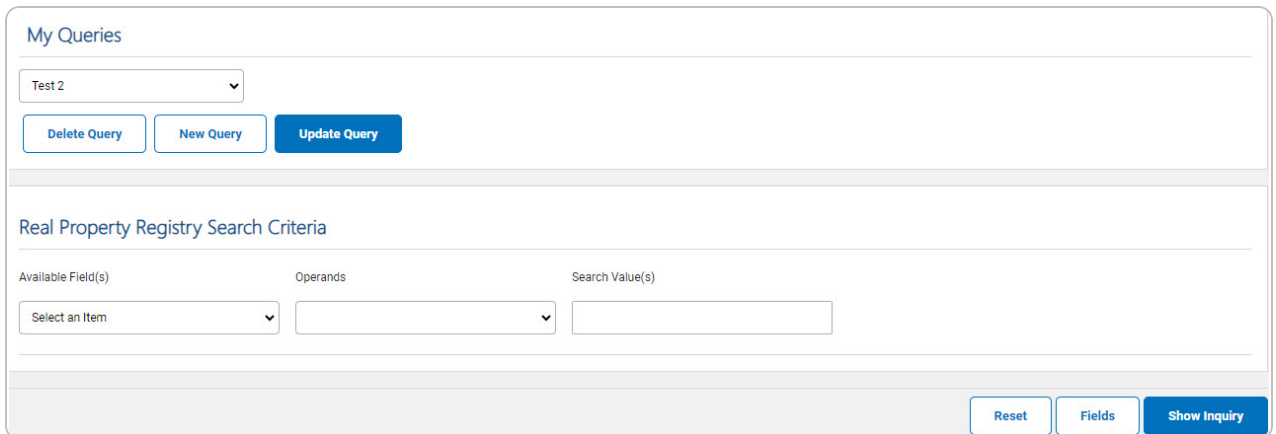


3. Select . The **Real Property Registry Inquiry — Select Fields** page appears.
- OR

Select . The **Real Property Registry Inquiry — Results** page appears.

Delete a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, and  is joined by  and . The selected query information appears in the search criteria grid.



2. Select . The query information is removed.

Revise the Fields for the Inquiry

Select . The **Real Property Registry Inquiry — Select Fields** page appears.





Search for a Real Property Registry Inquiry — Results

Navigation

Inquiries > Real Property > RP Registry Inquiry > Search Criteria > [Show Inquiry](#) > Real Property Registry Inquiry Search Results page

Procedures

Export the Real Property Registry Inquiry Results

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.





Help Reference Guide

Rows Retrieved = 5000

RPUID	Facility Name	Facility Address	Facility City	Facility State	Installation Nbr	Installation Name	Site Name
1000000	OH ELEC LINES	365 E MAIN	Tuckerton	NJ	340NG	New Jersey National Guard	Tuckerton
1000016	OH ELEC LINES	2560 S DELSEA DR	Vineland	NJ	340NG	New Jersey National Guard	Vineland
1000040	FORMER OMS	479 W CLINTON ST	Dover	NJ	340NG	New Jersey National Guard	Dover
1000046	OPEN STORAGE AREA	Saylors Pond RD		NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1000128	ORG STORAGE	1315 PLEASANT VALLEY WAY ST	West Orange	NJ	340NG	New Jersey National Guard	West Orange
1000212	PAD (CMS ORG STR)	1315 PLEASANT VALLEY WAY ST	West Orange	NJ	340NG	New Jersey National Guard	West Orange
1000275	PAD-PHOTOVOLTAIC	101 EGGERT CROSSING		NJ	340NG	New Jersey National Guard	Lawrenceville
1000344	PRKG UNPAVE	479 W CLINTON	Dover	NJ	340NG	New Jersey National Guard	Dover
1000526	RUNNING TRACK	101 EGGERT CROSSING		NJ	340NG	New Jersey National Guard	Lawrenceville
1000873	STORAGE BUILDING	1008 ABSECON	Atlantic City	NJ	340NG	New Jersey National Guard	Atlantic City
1001360	EOB RANGE	PINEBROOK RD	Colts Neck	NJ	N69213	NAVAL WEAPONS STATION	NAVAL WEAPONS STATION
1001898	CAMP SITE		Sea Girt	NJ	340NG	EARLE NJ	EARLE NJ
1001957	CONFIDENCE CSE	ST	Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1002305	FORENSIC LAB		Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1002593	KENNEL	ST	Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1002829	MORRIS CTY-PICATINNY ARS	0.5 W Miles Of Intersection Of Rt 80 West And Rt 15 South	Dover	NJ	34855	Picatinny Arsenal	Picatinny Arsenal
1003029	PHYSICAL FIT CTR			NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1003051	PRKG AT #3155	0.5 W Miles Of Intersection Of Rt 80 West And Rt 15 South	Dover	NJ	34855	Picatinny Arsenal	Picatinny Arsenal
1003319	SANITARY SEWER		Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1003707	UG ELECTRIC LINES		Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1003810	UTES	Saylors Pond RD		NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1003913	VEHICLE STORAGE BUILDING	1201 E 7TH	Plainfield	NJ	340NG	New Jersey National Guard	Plainfield
1004015	WASH-PLATFORM	479 W CLINTON	Dover	NJ	340NG	New Jersey National Guard	Dover
1004016	WASH-PLATFORM	422 Ate Highway ST	Flemington	NJ	340NG	New Jersey National Guard	Flemington
1004034	WATER DIST LINES		Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1004302	API LAB WAREHOUSE	693 SEVERYS RD	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	LAKEHURST
1004539	EXTERIOR AREA LTO -IMFB GENERIC FAC#	8118 BASE WIDE	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	MCGUIRE
1004563	0210 A/C PAD	210 COLONIAL PLZ	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004564	0211 A/C PAD	211 COLONIAL PLZ	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004565	0212 A/C PAD	212 COLONIAL PLZ	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004566	0213 A/C PAD	213 COLONIAL PLZ	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004567	0215 A/C PAD	215 COLONIAL PLZ	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004568	0216 A/C PAD	216 COLONIAL PLZ	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004569	0217 A/C PAD	217 COLONIAL PLZ	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004570	0218 A/C PAD	218 COLONIAL PLZ	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004755	LAND NAVIGATION COURSE #2	1811 FORT DIX RD	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004756	LAND NAVIGATION COURSE #3	7408 MADISON RD	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004757	LAND NAVIGATION COURSE #4	7400 JULIUSTOWN RD	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004828	9614 TRANSFORMER PAD	9614 BOENS VERTOL RD	Joint Base Dix/McGuire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1005345	GOLF CSE MAINT (NEAR BLDG 39A FIRST ST 39)			NJ	34855	Picatinny Arsenal	Picatinny Arsenal
1005403	OPEN STORAGE, INSTALLATION	98 RELLY AVE		NJ	34855	Picatinny Arsenal	Picatinny Arsenal
1005429	FLAM MAT STORAGE NEAR BLDG 39A	39H FIRST ST		NJ	34855	Picatinny Arsenal	Picatinny Arsenal
1005430		First ST	Dover	NJ	34855	Picatinny Arsenal	Picatinny Arsenal

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Controlled Unclassified Information

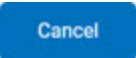
1 of 117

Cancel

Note



To reach the optional fields, refer to the Real Property Registry Inquiry — Field Selection page.

2. Select . The **Real Property Registry Inquiry Search Criteria** page appears.





Search the Results

1. Select the empty field Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*





Select Fields for the Real Property Registry Inquiry

Navigation

Inquiries > Real Property > RP Registry Inquiry > Search Criteria > > Real Property Registry Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.





1. Select **Fields**. The **Real Property Registry Inquiry Field Selection** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

My Selections

New Selection List

☐	Field	Field Description
☒	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☒	Facility Name	The name given to a real property facility, usually for commemorative or descriptive purposes
☒	Facility Address	The address of a real property facility, usually for commemorative or descriptive purposes
☒	Facility City	The city of a real property facility, usually for commemorative or descriptive purposes
☒	Facility State	The state of a real property facility, usually for commemorative or descriptive purposes
☒	Installation Nbr	Unique identification number that identifies a specific location of land
☒	Installation Name	Name of a specific location or real property facility
☒	Site Name	The Real Property Site Name
☐	Estbd Date/Time	The date this row was inserted into the database
☐	Facility Country	The country of a real property facility, usually for commemorative or descriptive purposes
☐	Facility Number	A number assigned to a real property facility within an installation for identification purposes
☐	Facility Zip/Postal Code	The postal service ZIP code of the real property facility
☐	Land Acquisition Tract Id	Land Acquisition Tract Identification. The tract number assigned by the government for each parcel in a land acquisition
☐	Last Transaction Date/Time	Date when the last transaction took place. Automatically assigned by the system
☐	Primary Site Indicator	Indicates if the Site is designated as the primary Site on an Installation
☐	RPSUID	A unique identifier that identifies the Real Property site
☐	RPUID Active/Inactive	Identifies whether an RPUID is active or inactive

Cancel
Reset
Show Inquiry
Submit

2. Choose the desired file type:
 - Click ☐ to select Extract Excel File. The extracted file on the **View Inquiry Extract** page is an **.XLS** file.

OR





Help Reference Guide

Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

- Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
- Use  to select the Privacy Type.

Add a Selection List

- Select . *The page refreshes, and Selections changes from a drop-down field to a text field.*

My Selections

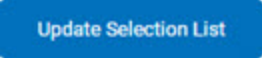
☐	Field	Field Description
☒	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☒	Facility Name	The name given to a real property facility, usually for commemorative or descriptive purposes

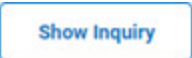
Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

- Select . *The page refreshes, and the selected list is added.*

 is replaced by  and .

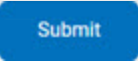
Select  for small volumes of data. *The **Real Property Registry Inquiry – Results** page appears.*

3.

OR





Select  for large volumes of data. The **Real Property Registry Inquiry Transaction Status** page appears.

Use a Predetermined Field Selection List

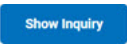
1. Use  to display the Selection List.

My Selections



New Selection List

☐	Field	Field Description
☒	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☒	Facility Name	The name given to a real property facility, usually for commemorative or descriptive purposes

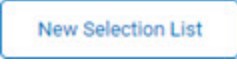
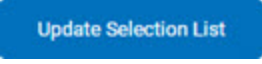
Select  for small volumes of data. The **Real Property Registry Inquiry — Results** page appears.

2.

OR

Select  for large volumes of data. The **Real Property Registry Inquiry Transaction Status** page appears.

Update a Selection List

1. Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and  is joined by  and .





Help Reference Guide

My Selections

Test 2 ▼

[Delete Selection List](#)
[New Selection List](#)
[Update Selection List](#)

☐	Field	Field Description
☒	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☒	Facility Name	The name given to a real property facility, usually for commemorative or descriptive purposes

2. Select [Update Selection List](#). The page refreshes.

- Select [Show Inquiry](#) for small volumes of data. The **Real Property Registry Inquiry – Results** page appears.

3. **OR**

Select [Submit](#) for large volumes of data. The **Real Property Registry Inquiry Transaction Status** page appears.

Delete a Selection List

1. Use ▼ to select the desired Selection List. The page refreshes, the search criteria fields change, and [New Selection List](#) is joined by [Update Selection List](#) and [Delete Selection List](#).





My Selections

Test 2 ▼

[Delete Selection List](#) [New Selection List](#) [Update Selection List](#)

☐	Field	Field Description
☒	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☒	Facility Name	The name given to a real property facility, usually for commemorative or descriptive purposes

2. Select [Delete Selection List](#). The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset](#) at any point of this procedure returns all fields to the default "All" setting.





1. Select Fields . The **Real Property Registry Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private ▼

My Selections

▼

New Selection List

☐	Field	Field Description
☒	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☒	Facility Name	The name given to a real property facility, usually for commemorative or descriptive purposes
☒	Facility Address	The address of a real property facility, usually for commemorative or descriptive purposes
☒	Facility City	The city of a real property facility, usually for commemorative or descriptive purposes
☒	Facility State	The state of a real property facility, usually for commemorative or descriptive purposes
☒	Installation Nbr	Unique identification number that identifies a specific location of land
☒	Installation Name	Name of a specific location or real property facility
☒	Site Name	The Real Property Site Name
☐	Estbd Date/Time	The date this row was inserted into the database
☐	Facility Country	The country of a real property facility, usually for commemorative or descriptive purposes
☐	Facility Number	A number assigned to a real property facility within an installation for identification purposes
☐	Facility Zip/Postal Code	The postal service ZIP code of the real property facility
☐	Land Acquisition Tract Id	Land Acquisition Tract Identification. The tract number assigned by the government for each parcel in a land acquisition
☐	Last Transaction Date/Time	Date when the last transaction took place. Automatically assigned by the system
☐	Primary Site Indicator	Indicates if the Site is designated as the primary Site on an Installation
☐	RPSUID	A unique identifier that identifies the Real Property site
☐	RPUID Active/Inactive	Identifies whether an RPUID is active or inactive

Cancel
Reset
Show Inquiry
Submit

2. Select the fields required for the inquiry. *The first 8 fields are automatically selected.*

Note





Help Reference Guide

The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

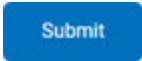
Show Inquiry

Select  for small volumes of data. The **Real Property Registry Inquiry – Results** page appears.

3.

OR

Submit

Select  for large volumes of data. The **Real Property Registry Inquiry Transaction Status** page appears.

