



## Business Information Systems

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Kentucky Register of Deeds  
Online Access Manual

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## Introduction

This is a guide to help in the online lookup process for documents recorded by the Register of Deeds office. This will enable you to utilize this online lookup portal to the best of your abilities. You will have access to several types of books and indexes provided by the Register of Deeds Office. This site offers several different searching methods and allows you to view lists the way you want to look at the data. By being able to narrow your search criteria with several different fields, the list field is much smaller than searching by just a name.

## Searching

### Searching Grantor or Grantee

Home

[Search \(F2\)](#) | [New Search \(F9\)](#) | [Clear Fields On Search](#)  | [User Manual](#) | [Back to Menu](#)  
 | Instruments Verified Through: 3:36 pm on 08/19/2022

Land record searches are limited to 1000 individual records for performance reasons

**Search One Name for Both Parties**  
 Search One Name for Specified Party  
 Search For Both Names With Common Specified Instruments

**Grantor or Grantee**

Last Name/Company:       First Name:       MI:

Street #:       Directional:       Street Name:       Type:

Subdivision:       Lot:       Block:

Instrument #:       Book #:       Page #:       Suffix:

Description:

Recorded Between:      Consideration Between  
 Begin Date:       End Date:       Start Amount:       End Amount:   
 MM/DD/YYYY      MM/DD/YYYY

**Instrument Groups**

Doc Type

**Instrument Type Options**

**Select Instrument Types**

SELECT ALL

Search:

Selected	Instrument Type
<input checked="" type="checkbox"/>	3RD PTY TAX REL
<input checked="" type="checkbox"/>	AFFD OF DESCENT
<input checked="" type="checkbox"/>	AFFD SUP/TITLE
<input checked="" type="checkbox"/>	AGREEMENT/DEED
<input checked="" type="checkbox"/>	AGREEMENT/MTG
<input checked="" type="checkbox"/>	ARTICLES DISSOL
<input checked="" type="checkbox"/>	ARTICLES/AMEND
<input checked="" type="checkbox"/>	ASSGN CONTRACT

To search by Grantor or Grantee for one name, check the ‘Search One Name for Both Parties’. List the last name first and the first name in the second field. You can search for just the name or put more parameters if needed, such as book type, property description (Lot, Unit, Subdivision,



Block, Acres, Parcel, Recorded between and Consideration Between). All fields may be used to help narrow down the search.

## Search One Name for Specified Party

The screenshot shows the search interface with the following elements:

- Home button
- Navigation: Search (F2) | New Search (F9) | Clear Fields On Search  | User Manual | Back to Menu
- Verification: Instruments Verified Through: 3:36 pm on 08/19/2022
- Warning: Land record searches are limited to 1000 individual records for performance reasons
- Search Options:
  - Search One Name for Both Parties
  - Search One Name for Specified Party
  - Search For Both Names With Common Specified Instruments
- Grantor section:
  - Last Name/Company: JONES
  - First Name: [ ]
  - MI: [ ]
- Grantee section:
  - Last Name/Company: JOHNSON
  - First Name: [ ]
  - MI: [ ]
- Instrument Groups:  Doc Type
- Instrument Type Options: Select All Instruments, Clear All Instruments
- Select Instrument Types:  SELECT ALL, Search: [ ], Selected ↑, Instrument Type ↓

To search one name for one party, choose the second option ‘Search One Name for Specified Party’. List the last name first and the first name in the second field. You can search for just the name or put more parameters if needed, such as book type.

## Search For Both Names With Common Specified Instruments

The screenshot shows the search interface with the following elements:

- Home button
- Navigation: Search (F2) | New Search (F9) | Clear Fields On Search  | User Manual | Back to Menu
- Verification: Instruments Verified Through: 3:36 pm on 08/19/2022
- Warning: Land record searches are limited to 1000 individual records for performance reasons
- Search Options:
  - Search One Name for Both Parties
  - Search One Name for Specified Party
  - Search For Both Names With Common Specified Instruments
- Grantor section:
  - Last Name/Company: JONES
  - First Name: [ ]
  - MI: [ ]
- Grantee section:
  - Last Name/Company: JOHNSON
  - First Name: [ ]
  - MI: [ ]
- Instrument Groups:  Doc Type
- Instrument Type Options: Select All Instruments, Clear All Instruments
- Select Instrument Types:  SELECT ALL, Search: [ ], Selected ↑, Instrument Type ↓



If you know both parties names, you can ‘Search For Both Names With Common Specified Instruments’. Choosing this search option, you will have to enter in the Grantee and the Grantor.

## Instrument number / Book and Page

Instrument #	Book #	Page #
<input type="text"/>	<input type="text"/>	<input type="text"/>

If the user knows the book and page or the Instrument number, they can be searched here.



## Search results

### Pick list

Home **Pick List [x]**

Pick List - Record Count: 6487

Show Records (F7) Select All Undo Sorting Print Screen

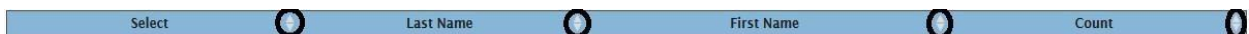
Search:

Showing 1 to 1,000 of 1,000 entries

Land record searches are limited to 1000 individual records for performance reasons

Select	Last Name	First Name	Count
<input type="checkbox"/>	JONES		1
<input type="checkbox"/>	JONES	A D	1
<input type="checkbox"/>	JONES	A L	3
<input type="checkbox"/>	JONES	AARON	11
<input type="checkbox"/>	JONES	AARON A	3
<input type="checkbox"/>	JONES	AARON D	11

When viewing the criteria that is searched, there will be a list that displays. The list that displays will be different variations of the criteria searched.



You can sort the pick list by the filters to the right of the column.



## Show records

To show the records that have been selected, click the Show Records in the left hand corner under the Home and Pick List tabs at the top of the screen.

Home Pick List [x] **Index List[x]**

Record Info
  Rec. Date
  Grantor
  Grantee
  Instrument Type
  Prop. Description
  Cross-References
  Consideration
  Image?

Index List - Record Count: 65

[Undo Sorting](#)
[Print Screen](#)
[Download results into CSV file](#)

Search:

Showing 1 to 65 of 65 entries

Land record searches are limited to 1000 individual records for performance reasons

Record Info	Rec. Date	Grantor	Grantee	Instrument Type	Prop. Description	Cross-References	Consideration	Image?
774/540	2022/03/22	JONES		STATE TAX LIEN				NONE
9831/1	2020/11/13	JONES SETH V JONES ABBIE M	FIFTH THIRD BK	MORTGAGE	LOTS 37-38 BLK N ASHLAND PARK		\$300000.00	TIFF PDF
2097/121	2020/11/10	FIFTH THIRD BK	JONES ABBIE M JONES SETH V JONES SETH	RELEASE	RELEASE MB 8784 PG 730	8784/730-022		TIFF PDF
1980/120	2019/07/09	FIFTH THIRD BK	JONES AARON D JONES	RELEASE	RELEASE MB 8794 PG 154	8794/154-022		TIFF PDF

Once the records are displayed, the user can pick which columns they wish to see as well as sort the columns. Hovering over a record the row will highlight green. Clicking the row will display the details of the record plus the image. The user can also print, download or view, in another window, the image from the detail listing view.

By closing the detail view the user can view other records or Cross-References. The user can also view just the image by clicking the TIFF or PDF links to the right of the row.



## Undo Sorting

To clear all the sorting and filters, click the Undo Sorting button.

Home Pick List [x] Index List[x]

Record Info  Rec. Date  Grantor  Grantee  Instrument Type  Prop. Descrij

Index List - Record Count: 1

[Undo Sorting](#) [Print Screen](#) [Download results into CSV file](#)