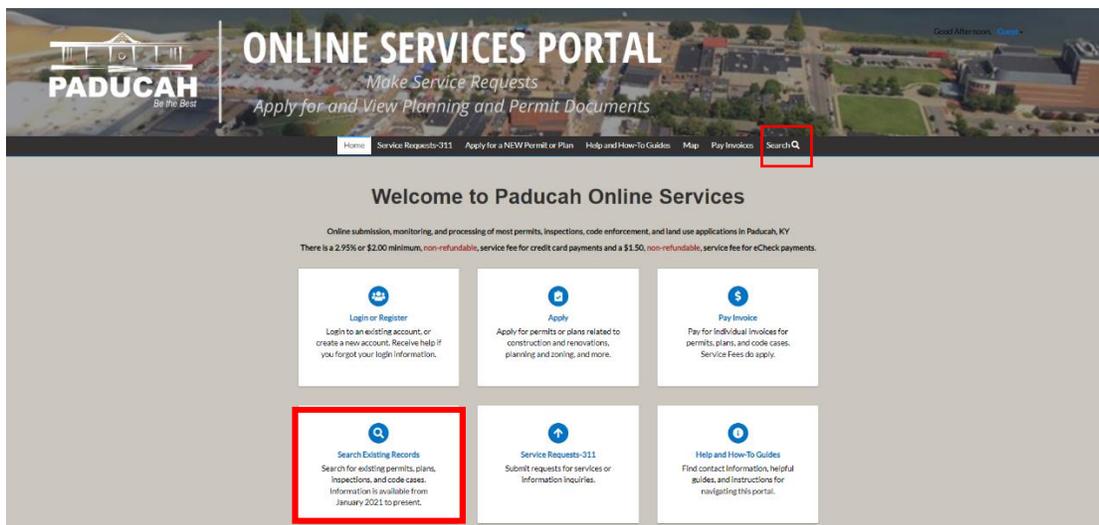




## Searching Public Records

NOTE: Users can access public records at the Online Services Portal (<https://onlineportal.paducahky.gov>) without logging in.

1. There are three ways to start a search: click “**Search**” on the main menu bar, or click the “**Search Existing Records**” tile, or use the search bar while in the dashboard menu.



2. To search all available records, leave the word **All** in the Search dropdown. Type **search terms**, and click “**Search.**”

### Public Information

Search  for   Exact Phrase

3. To display additional fields to use as search criteria, select another option in the Search dropdown.
4. Click “**Advanced.**”

## Code Cases

### Public Information

The screenshot shows a search bar with the text "Search Code Case for Search public records with key". To the right of the search bar is a checked checkbox labeled "Exact Phrase". Further right are three buttons: "Search", "Advanced", and "Reset". The "Code Case" dropdown and the "Advanced" button are highlighted with red boxes.

1. Enter the information.
2. Click “**Search**.”

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## Permits

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**NOTE** Users do not have to enter data in all fields and may use any combination of criteria.

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1. After launching an Advanced search for permits, type a partial or complete permit number in the **Permit Number** field.
2. Type a partial or complete project name associated with the permit in the **Project Name** field.
3. Select the **Permit Type** from dropdown.
4. Select a permit **Status** from the dropdown.
5. Type a partial or complete parcel number associated with the permit in the **Parcel Number** field.
6. Type a partial or complete address associated with the permit in the **Address** field.
7. Type any words that might appear in the description of the permit in the **Description** field.
8. Enter application dates in the **Applied Date** and **To** fields or click the calendar to select dates.
9. Enter issued dates in the **Issued Date** and **To** fields or click the calendar to select dates.
10. Enter expiration dates in the **Expiration Date** and **To** fields or click the calendar to select dates.
11. Enter finalization dates in the **Finalized Date** and **To** fields or click the calendar to select dates.
12. Click “**Search**” to display results.
13. Click “**Reset**” to clear the search criteria.
14. Click “**Advanced**” to hide the search criteria.
15. Click “**Export**” to export the results into a specified document. The Export option displays after the results display.

## Public Information

Search

Permit Number	<input type="text"/>	Project Name	<input type="text"/>
Permit Type	--Select Permit Type--	Parcel Number	<input type="text"/>
Status	--Select Permit Status--		
Address	<input type="text" value="Search Addresses"/>		
Applied Date	<input type="text"/> <input type="button" value="Calendar"/>	To	<input type="text"/> <input type="button" value="Calendar"/>
Issued Date	<input type="text"/> <input type="button" value="Calendar"/>	To	<input type="text"/> <input type="button" value="Calendar"/>
Expiration Date	<input type="text"/> <input type="button" value="Calendar"/>	To	<input type="text"/> <input type="button" value="Calendar"/>
Finalized Date	<input type="text"/> <input type="button" value="Calendar"/>	To	<input type="text"/> <input type="button" value="Calendar"/>

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## Plans

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**NOTE** Users do not have to enter data in all fields and may use any combination of criteria.

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1. Type a partial or complete plan number in the **Plan Number** field.
2. Type a partial or complete project name associated with the plan the **Project Name** field.
3. Select the **Plan Type** from the dropdown.
4. Type a partial or complete parcel number associated with the plan in the **Parcel Number** field.
5. Select a plan **Status** from the dropdown.
6. Type a partial or complete address associated with the plan in the **Address** field.
7. Type any words that might appear in the description of the permit in the **Description** field.
8. Enter application dates in the **Applied Date** and **To** fields or click the calendar to select dates.
9. Enter completion dates in the **Completion Date** and **To** fields or click the calendar to select dates.
10. Enter expiration dates in the **Expiration Date** and **To** fields or click the calendar to select dates.

## Public Information

Search

Plan Number	<input type="text"/>	Project Name	<input type="text"/>
Plan Type	--Select Plan Type--	Parcel Number	<input type="text"/>
Status	--Select Plan Status--		
Address	<input type="text" value="Search Addresses"/>		
Applied Date	<input type="text"/> <input type="button" value="Calendar"/>	To	<input type="text"/> <input type="button" value="Calendar"/>
Completion Date	<input type="text"/> <input type="button" value="Calendar"/>	To	<input type="text"/> <input type="button" value="Calendar"/>
Expiration Date	<input type="text"/> <input type="button" value="Calendar"/>	To	<input type="text"/> <input type="button" value="Calendar"/>

## Inspections

**NOTE** Users do not have to enter data in all fields and may use any combination of criteria.

### Public Information

Search  for   Exact Phrase

1. Type a partial or complete inspection number in the **Inspection Number** field.
2. Type a partial or complete parcel number associated with the inspection in the Parcel Number field.
3. Select an **Inspection Type** from the dropdown.
4. Select an inspection **Status** from the dropdown.
5. Type a partial or complete address associated with the inspection in the **Address** field.
6. Enter requested dates in the **Requested Date** and **To** fields or click the calendar to select dates.
7. Enter scheduled dates in the **Scheduled Date** and **To** fields or click the calendar to select dates.

**End of How-To Document**