To purchase Certified Copies online, you must first search for the *Property Tax Map Number*. **Enter** the property address and select the address from the listing.



Click the house. The *Tax Map Number* will automatically load in the **Property Tax Map ID** field. Then click **Search**. (If you are searching a **condominium**, you **cannot use the property address** to search. You must enter the exact Tax Map Number for property. If you do not have the Tax Map Number, you may contact the Town Assessor's office in which the property is located.)



(Click "?" for help) Search Documents



Search Results will display. Click the **Green Button** to expand and view the document details, select the document (<u>confirm the Doc Type</u>) you want to purchase and click the **Purchase Certified Copy** link to purchase the

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