

# Carson City Web Site Instructions

**Note: When searching either, Name, APN, Doc Type, ETC only search one way at a time. See page 2 for examples.**

[www.carson.org](http://www.carson.org)

Click on the Recorder/Elections Block

Click on Recorders Office.

You will then want to go to Records Search.

It will bring you to our screen where you can search 5 ways:

1) NAME: In the rectangle blank box next to “Starts With” on the right type in your last name, comma space first name. Hit SUBMIT.

You can also search by APN (Assessor’s Parcel Number) in this field by typing APN, space, then type the number all together with no hyphens or zeros in the front. EX: If the APN is 007-633-06 you type as:(APN 763306) If you do not know your APN number you can navigate to the Assessors website and find it by the street address or name.

<https://carsoncitynv.devnetwedge.com/>

2) DOCUMENT TYPE: Hit the select button and click on the document type you are looking for and click select then SUBMIT.

3) BOOK/PAGE: If you know the book and or page you would like to search, enter the book number and page number in the boxes, SUBMIT

4) RECORD DATE: To search by record date, just type in the beginning and ending date using slashes, SUBMIT EX: 01/01/1855)

5) DOCUMENT NUMBER: If you have the document number, enter it in the rectangle blank box next to “Greater Than Or Equals To” and hit SUBMIT.

\*In the box next to starts with you will put your name, last name, comma space first name and hit submit.

This screenshot shows a search interface with a sidebar on the left containing menu items: Name, Document Type, Book/Page, Document Number, Record Date, Legal, Advanced Legal, Quick Search, and Marriage. The main search area includes a 'Party Type' dropdown set to 'Both', a 'Name' field with 'Starts With' selected and 'Smith, John R.' entered, and a 'Book Type' dropdown set to 'All Books'. Below these are fields for 'Document Type' (with a 'select' button), 'Document Category' (set to 'All Categories'), 'Begin Date' (01/01/1855) with 'Yesterday', 'Today', and 'Oldest' buttons, and 'End Date' (08/10/2023) with 'Yesterday' and 'Today' buttons. There is also a 'Search the last ... Days' dropdown, an 'Include Marriages in search' checkbox, and a 'Show first 200 records' dropdown. At the bottom are 'Submit', 'Clear Form', and 'Clear All' buttons. On the right, a grey box states 'Document verified through 08/08/2023 (541506)', and a red box contains 'HELPFUL SEARCHING TIPS:'. Below that are 'Help - Name Search' and 'My List' buttons. A blue annotation 'For Name search here:' points to the 'Name' field.

\*In the box next to starts with you will put your APN number as shown below and hit submit.

This screenshot shows the same search interface as above, but with the 'Name' field containing 'APN 884505'. A red annotation 'For APN search here:' points to this field. The rest of the interface, including the sidebar, date fields, and buttons, remains identical to the previous screenshot.