

How to obtain a full and current copy of a Certificate of Title

A full and current certificate of title (less than 3 months old) must be provided to Property Services when submitting any application form.

The Certificate of Title:

- Must include the Plan of Subdivision and correct ownership details
- Must be no older than 30 days

Please contact the LANDATA Services Desk if you require any further clarification after reading this document on (03) 9102 0402

Instructions

1. Go to the LANDATA website: <https://www.landata.vic.gov.au>
2. Specify the street address of the relevant property in the “Address Search” field

The screenshot shows the LANDATA website interface. At the top, there is a navigation bar with links: Home, Products, About, FAQs, Ordering Process, and Contact Us. A search bar is located on the right. The main heading is "Victoria's online land title and property information service". Below this, it says "Enter your address to order a Copy of Title and/or a Copy of Plan". A text input field labeled "Address search..." is highlighted with a red rectangular box. Below the input field, there is a link: "Or purchase from the full LANDATA® product catalogue below".

3. Select 'Copy of Title (also known as Register Search Statement)' and 'Copy of Plan' and select 'Next'

Select available products from the list below

Click on Details to learn more about each product or if the product you are looking for is not in this list, please [view and order from all LANDATA products](#)



Copy of Title

(also known as 'Register Search Statement')

A\$ 7.80

[Details](#)

[Select](#)



Copy of Plan

A\$ 7.50

[Details](#)

[Select](#)

How to obtain a full and current copy of a Certificate of Title

4. The payment page will indicate the total fee amount. Complete all required fields and select 'Pay'.

Products Selected:
[Change Products](#)

➤ Register Search Statement (Copy of Title)	7.80
➤ Copy of Plan	7.50
➤ Land Search Index Fee	9.01
TOTAL (Inc. GST)	24.31

Your order delivery details:
Your order will be delivered via email

A 6-digit code will be sent to your email

Payment details:

Card Number

Security Code

Name on Card

Expiration

Only Mastercard and Visa cards will be accepted.

Product(s) Cost: A\$ 15.30
Land Index Search fee: A\$ 9.01

Total (inc GST)*: A\$ 24.31
* Credit card fees may apply

By proceeding you agree to our [Terms and Conditions](#)

5. Once payment has been processed you will receive a receipt via email and separate emails for each selected document. These may come through at different times. Once you have received all documents you will need to save them and submit all of them with the relevant Property Services Form.