



Secretary of State
Elaine F. Marshall

North Carolina Secretary of State

IT

KB Website Manual

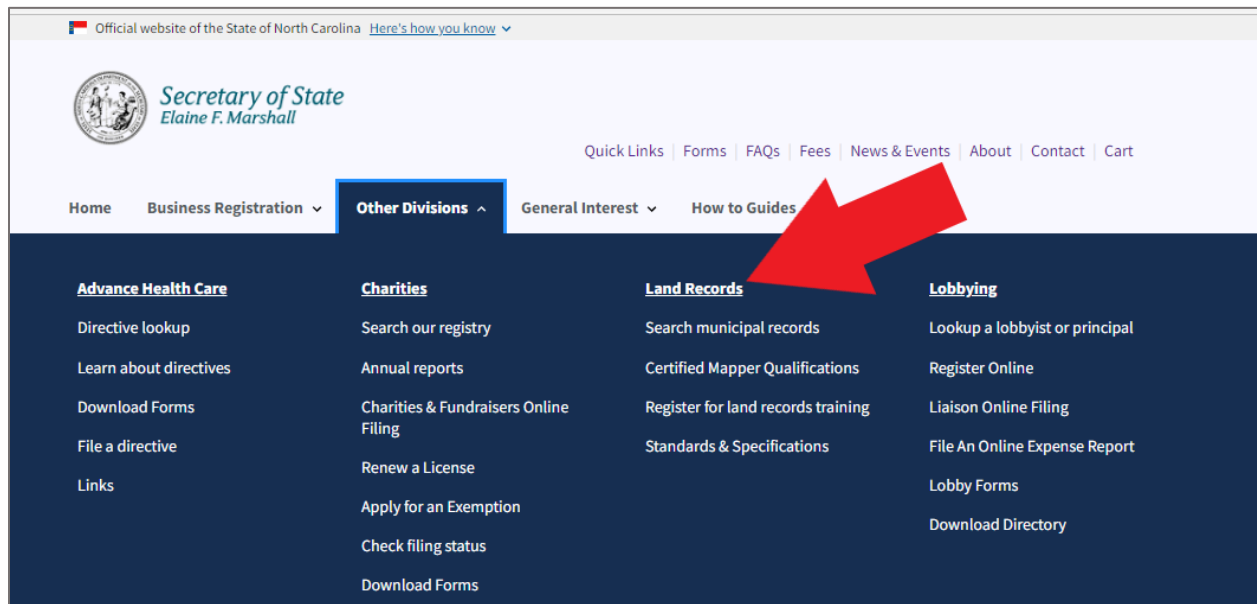
Land Records Online Services

March 14, 2023

Version 1.0

About Land Records Online Services Manual

This manual gives an overview of all of the pages and features of the **Land Records** section of the new KB website.



The screenshot shows the official website of the State of North Carolina, specifically the Secretary of State Elaine F. Marshall's page. The navigation menu includes 'Home', 'Business Registration', 'Other Divisions', 'General Interest', and 'How to Guides'. The 'Other Divisions' menu is expanded, showing four sub-sections: 'Advance Health Care', 'Charities', 'Land Records', and 'Lobbying'. A large red arrow points to the 'Land Records' sub-section. The 'Land Records' sub-section contains the following links: 'Search municipal records', 'Certified Mapper Qualifications', 'Register for land records training', and 'Standards & Specifications'.

<u>Advance Health Care</u>	<u>Charities</u>	<u>Land Records</u>	<u>Lobbying</u>
Directive lookup	Search our registry	Search municipal records	Lookup a lobbyist or principal
Learn about directives	Annual reports	Certified Mapper Qualifications	Register Online
Download Forms	Charities & Fundraisers Online Filing	Register for land records training	Liaison Online Filing
File a directive	Renew a License	Standards & Specifications	File An Online Expense Report
Links	Apply for an Exemption		Lobby Forms
	Check filing status		Download Directory
	Download Forms		

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Land Records Online Services

The Land Records Division online services can be found under the **Other Divisions** section of the NC Secretary of State (SOS) website.

Go to the SOS website <https://test.sosnc.gov/>.

Select **Other Divisions > Land Records**.

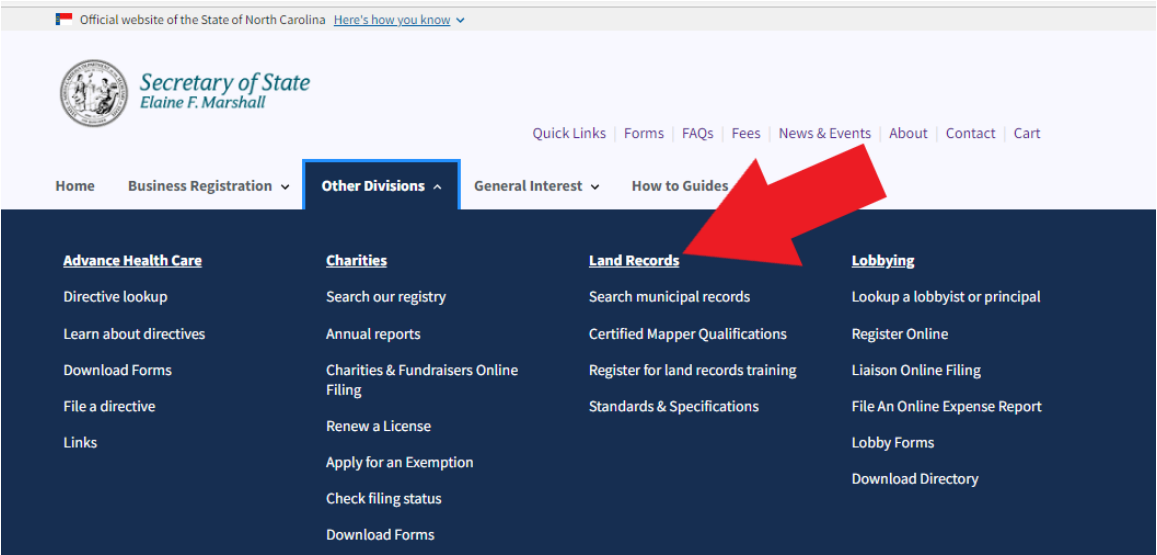


Figure 1. Other Divisions > Land Records

This takes you to the main **Land Records** page.

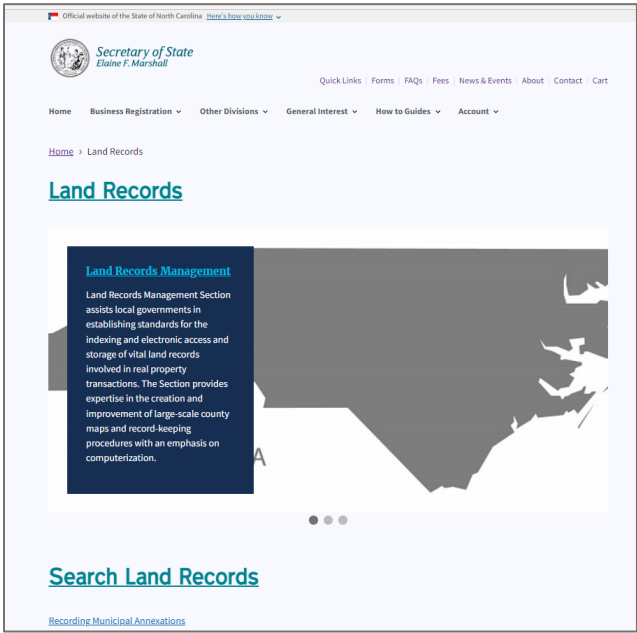


Figure 2. Land Records page

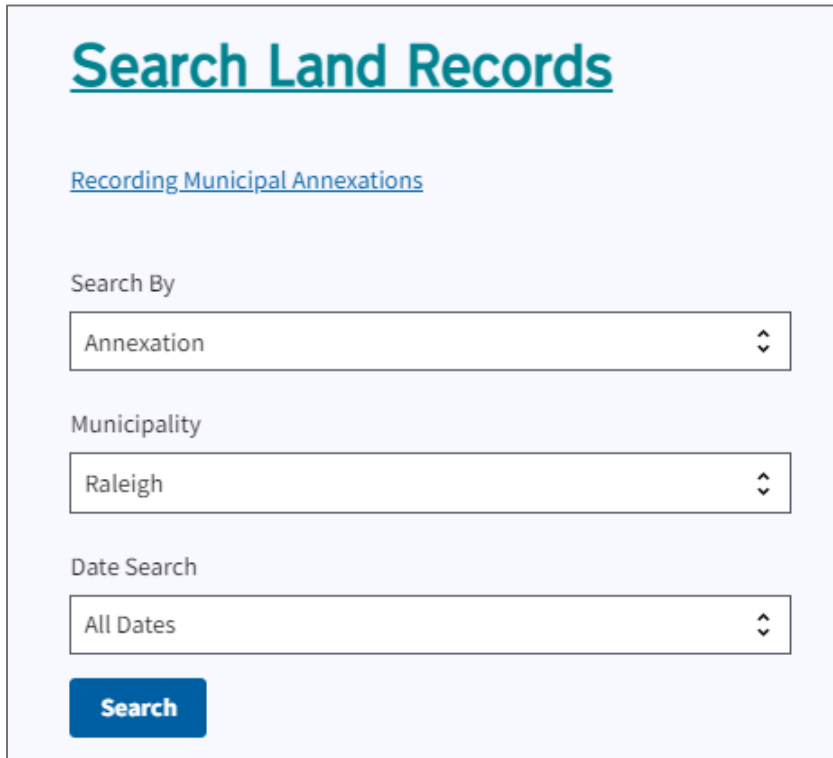
Land Records

This **Land Records** page contains links and contact information for the Land Records Division.

The first thing you'll notice is the large grey silhouette of our state at the top with a description of Land Records Management.

Search Land Records

Below that is a **Search Land Records** tool for looking up land records in different counties.




The screenshot shows a web interface for searching land records. At the top, the title "Search Land Records" is displayed in a large, teal font. Below the title is a link for "Recording Municipal Annexations". The search tool consists of three dropdown menus: "Search By" with "Annexation" selected, "Municipality" with "Raleigh" selected, and "Date Search" with "All Dates" selected. A blue "Search" button is located at the bottom left of the form area.

Figure 3. Search Land Records tool

After you enter your selections in the three dropdown menus (See **Figure 3**), click **Search**.

A table of land records display as results. See **Figure 4**.

Official website of the State of North Carolina [Here's how you know](#)



Secretary of State
Elaine F. Marshall

[Quick Links](#) | [Forms](#) | [FAQs](#) | [Fees](#) | [News & Events](#) | [About](#) | [Contact](#)

[Home](#) | [Business Registration](#) | [Other Divisions](#) | [General Interest](#) | [How to Guides](#) | [Account](#)

[Home](#) > [Land Records](#) > [Search](#) > Search Results

Raleigh

1308 Results
Search Time: 3/8/2023 08:33 AM [Search Again](#)

Ordinance	Event	Adopted	Effective	Ord	Map	Amend
149	Annexation	02/21/1950	02/21/1950	PDF TIFF	PDF TIFF	
324	Annexation	06/18/1952	06/18/1952	PDF TIFF	PDF TIFF	
327	Annexation	07/02/1952	08/20/1952	PDF TIFF	PDF TIFF	
381	Annexation	08/19/1953	10/06/1953	PDF TIFF	PDF TIFF	
446	Annexation	06/16/1954	07/12/1954	PDF TIFF	PDF TIFF	

Figure 4. Land Records Results

Browse Land Records

Several links to key areas of the Land Records Division are under the Browse Land Records section.

- [Frequently Asked Questions](#)
- [Annexations](#)
- [State and County Boundaries/State Deeds](#)
- [Standards and Specifications](#)
- [Training](#)
- [Certified Mapper Qualifications](#)
- [Land Records Management Advisory Committee](#)
- [Statutes](#)
- [Administrative Code](#)
- [Search](#)

Frequently Asked Questions

This takes you to a [FAQ search tool](#) for the SOS website. You can select the division and area you wish to search. In this case, we will search for land records. See **Figure 5**.

The screenshot shows the official website of the State of North Carolina, specifically the Secretary of State Elaine F. Marshall's page. The navigation menu includes Home, Business Registration, Other Divisions, General Interest, and How to Guides. The breadcrumb trail is Home > Land Records > Frequently Asked Questions. The main heading is "Frequently Asked Questions" with a disclaimer: "We provide this for informational purposes only. It does not constitute legal advice." Below this are three dropdown menus for filtering: "Select the Division:" (Land Records), "Topic:" (Deeds & Who Owns Land), and "Sub-Topic:" (All Topics). A list of questions is displayed, with the first question, "What is a deed?", selected and expanded to show its answer. The other questions are collapsed with plus signs.

Question	Answer
What is a deed?	A deed is the legal document that says: who owns the land and where it is and what its boundaries are. A deed may also include restrictions. For example, a deed might have a restriction saying the land can only be used as a park.
Where are Land Records Filed?	+
I want to get a copy of the deed to my land. How can I do that?	+
Is there a fee to get a copy of a deed?	+
How do I find my deed once I get to the land records part of the county website?	+

Figure 5. Frequently Asked Questions: Land Records results

Annexations

This takes you to an Annexation search tool. See **Figure 6**. Fill in the entry fields and click **Search**.

Official website of the State of North Carolina [Here's how you know](#)

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Quick Links

Home Business Registration Other Divisions General Interest

[Home](#) > [Land Records](#) > Search Land Records

[Recording Municipal Annexations](#)

Search By
Annexation

Municipality
Raleigh

Date Search
All Dates

Search

Figure 6. Search Land Records: Annexation Search

The following results display. See **Figure 7**.

Official website of the State of North Carolina [Here's how you know](#)

Secretary of State
Elaine F. Marshall

Quick Links | Forms | FAQs | Fees | News & Events | About | Contact

Home Business Registration Other Divisions General Interest How to Guides Account

[Home](#) > [Land Records](#) > [Search](#) > Search Results

[Raleigh](#)

1308 Results
Search Time: 3/8/2023 09:22 AM [Search Again](#)

Ordinance	Event	Adopted	Effective	Ord	Map	Amend
149	Annexation	02/21/1950	02/21/1950	PDF TIFF	PDF TIFF	
324	Annexation	06/18/1952	06/18/1952	PDF TIFF	PDF TIFF	
327	Annexation	07/02/1952	08/20/1952	PDF TIFF	PDF TIFF	
381	Annexation	08/19/1953	10/06/1953	PDF TIFF	PDF TIFF	
446	Annexation	06/16/1954	07/12/1954	PDF TIFF	PDF TIFF	
468	Annexation	09/22/1954	10/18/1954	PDF TIFF	PDF TIFF	
485	Annexation	12/07/1954	12/31/1954	PDF TIFF	PDF TIFF	

Figure 7. Annexation Results

State and County Boundaries/State Deeds

This takes you to the same [Search Land Records](#) tool as the previous sections.

Select your preferences in the available dropdown menus and click **Search**.

Standards and Specifications

The **Standards and Specifications** page has downloadable reports and booklets in PDF format.

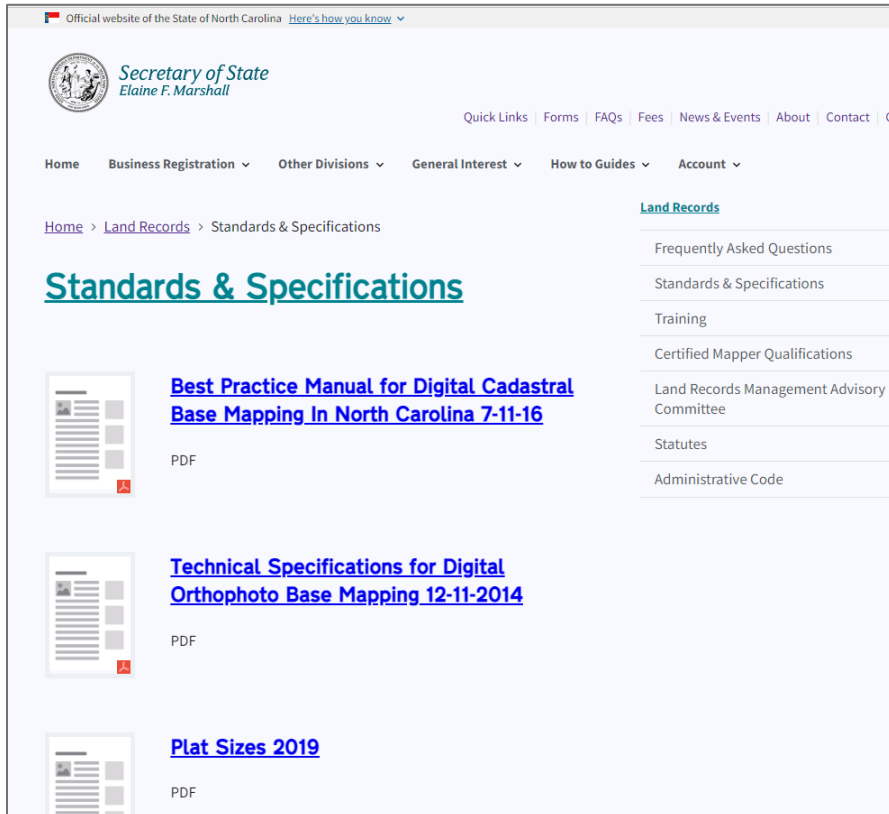


Figure 8. Standards and Specifications PDFs

Training

The [Training](#) page takes you to a collection of workshop presentations and reports that are helpful for those working in the Land Records and mapping field. For instance, land surveyors may be interesting in reading the “[Introduction to Land Records](#)” slide presentation.

The screenshot shows a web page titled "Training" under the "Land Records" section. The breadcrumb navigation is "Home > Land Records > Training". The page features a large "Training" heading and a list of three PDF documents, each with a "Document preview" icon and a PDF file icon. The documents are:

- [Plat Review Officer Workshops 2022](#) (PDF)
- [Review Officer Workshop 2021 PT1 JB](#) (PDF)
- [Review Officer Workshop 2021 PT 2RE](#) (PDF)

On the right side, there is a vertical menu with the following items:

- [Land Records](#)
- [Frequently Asked Questions](#)
- [Standards & Specifications](#)
- [Training](#)
- [Certified Mapper Qualifications](#)
- [Land Records Management Advisory Committee](#)
- [Statutes](#)
- [Administrative Code](#)

Figure 9. Training page

Certified Mapper Qualifications

When you click [Certified Mapper Qualifications](#), you're taken to a Fees page which provides a search tool for those in the process of becoming certified mappers.

Home > [Authentications](#) > Fees

Fees

Within the Department:

Authentications

For:

All Fees

Adoption related Apostille, Authentication or Authority

- Fee for Original - \$10.00 (U.S.)
- \$5.00 (U.S.) for each duplicate original ordered at the same time as the 1st original.
- \$10.00 for each duplicate original ordered at a different time than the 1st original.

[Browse Authentications](#)

- Frequently Asked Questions
- Apostille
- Authentication & Authority
- Are you Adopting?
- Cover Letter & Templates
- Fees
- View Turn Around Times
- Getting Documents To and From Us
- See Courier Service Policies
- Quick Reference Guide
- Statutes
- Hague Member List
- US State Department Authentications Office
- Make an Appointment

Figure 10. Fees page

Land Records Management Advisory Committee

The [Land Records Management Advisory Committee](#) page provides information about the legislatively-created committee to assist the Secretary of State in administering the Land Records Management Program. On this page, you find a list of the members' names and the organizations they represent.

Home > [Land Records](#) > Land Records Management Advisory Committee

Land Records Management Advisory Committee

The Land Records Advisory Committee was legislatively created to assist the Secretary of State in administering the Land Records Management Program. The purpose of the program is to encourage county governments to utilize modern methods, techniques, equipment, and documentation that will improve the quality of public services with respect to land records and achieve a high degree of standardization throughout the State. [Pursuant to G. S. §147-54.3](#) the program is also charged with providing advice and technical assistance to local governments in implementing and maintaining minimum standards with regard to the following aspects of land records management:

[Land Records](#)

- Frequently Asked Questions
- Standards & Specifications
- Training
- Certified Mapper Qualifications
- Land Records Management Advisory Committee
- Statutes
- Administrative Code

Figure 11. Land Records Management Advisory Committee page

Statutes

That [Statutory Authority](#) page provides general information about the State and federal laws establishing the duties of the Secretary of State.

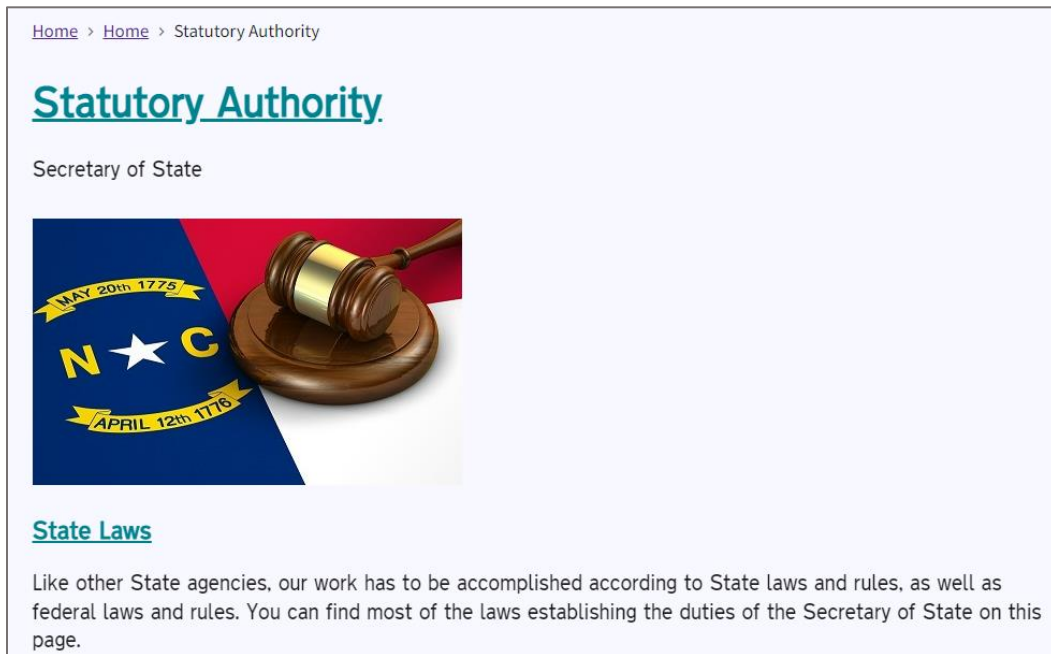


Figure 12. Statutory Authority page

Administrative Code

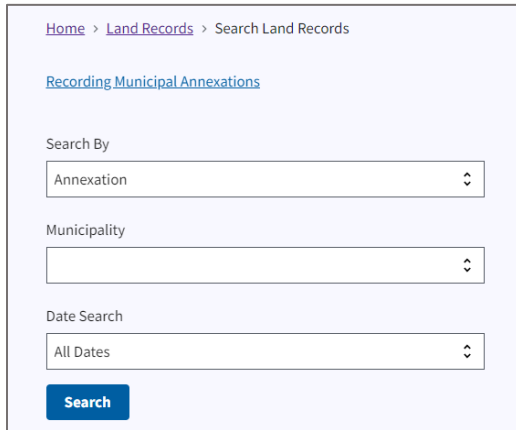
The [Administrative Code](#) page provides all the existing rules and regulations of the Secretary of State's Office. These rules are officially codified in the NC Administrative Code.



Figure 13. Existing Rules page

Search

Search takes you to the [Search Land Records](#) tool that's available through other links discussed previously. It's a kind of multi-tool for searching everything associated with Land Records.

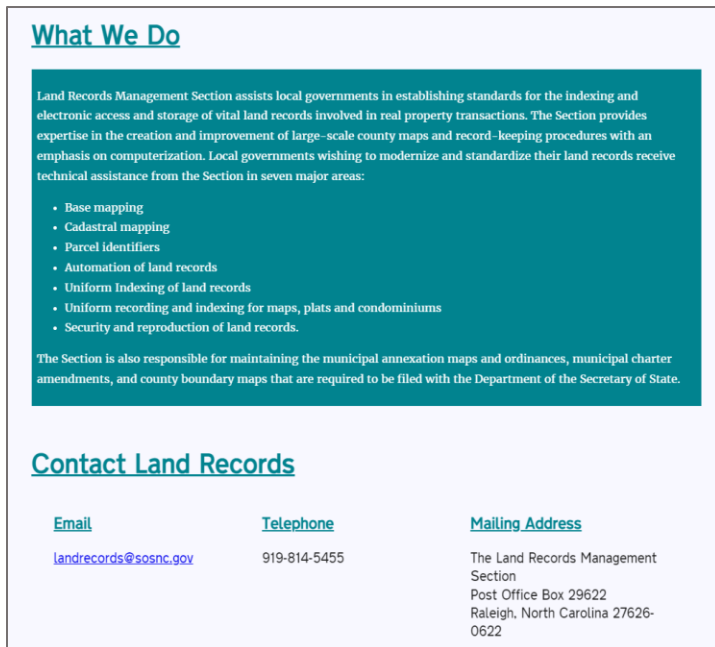


The screenshot shows a web interface for searching land records. At the top, there is a breadcrumb trail: [Home](#) > [Land Records](#) > Search Land Records. Below this is a link for [Recording Municipal Annexations](#). The main search area contains three dropdown menus: 'Search By' with 'Annexation' selected, 'Municipality' which is empty, and 'Date Search' with 'All Dates' selected. A blue 'Search' button is located at the bottom left of the search area.

Figure 14. Search Land Records

What We Do

This section explains how the Land Records Management Section assists local governments with indexing, storage, and access to vital land records involved in real property transactions. They also provide help to counties with modernizing and standardizing their land records. The Land Records Management Section maintains municipal annexation maps, county boundary maps, and more which are filed with the Department of the Secretary of State.



The screenshot displays two sections of a webpage. The top section, titled 'What We Do', has a teal background and contains the following text: 'Land Records Management Section assists local governments in establishing standards for the indexing and electronic access and storage of vital land records involved in real property transactions. The Section provides expertise in the creation and improvement of large-scale county maps and record-keeping procedures with an emphasis on computerization. Local governments wishing to modernize and standardize their land records receive technical assistance from the Section in seven major areas:'. This is followed by a bulleted list: 'Base mapping', 'Cadastral mapping', 'Parcel identifiers', 'Automation of land records', 'Uniform Indexing of land records', 'Uniform recording and indexing for maps, plats and condominiums', and 'Security and reproduction of land records.'. Below the list, it states: 'The Section is also responsible for maintaining the municipal annexation maps and ordinances, municipal charter amendments, and county boundary maps that are required to be filed with the Department of the Secretary of State.'. The bottom section, titled 'Contact Land Records', is on a white background and provides contact information in three columns: 'Email' (landrecords@sosnc.gov), 'Telephone' (919-814-5455), and 'Mailing Address' (The Land Records Management Section, Post Office Box 29622, Raleigh, North Carolina 27626-0622).

Figure 15. What We Do and Contact sections

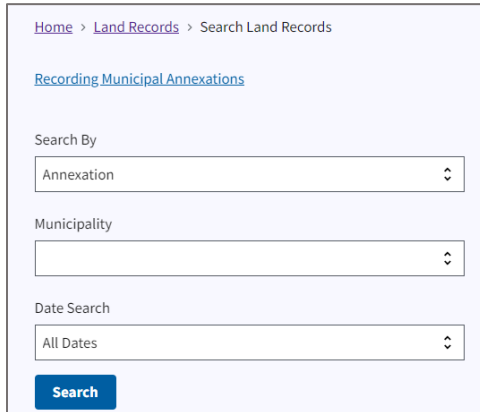
Contact Land Records

Contact the Land Records Management Section by email, phone, fax, postal mail, and on-site. The information is given at the bottom of the Land Records web page. See **Figure 15**.

Search Municipal Records

Select **Other Divisions > Select Municipal Records**.

This takes you to the Search Land Records tool.



The screenshot shows the 'Search Land Records' interface. At the top, there is a breadcrumb trail: Home > Land Records > Search Land Records. Below this is a link for 'Recording Municipal Annexations'. The search criteria are defined by three dropdown menus: 'Search By' (set to 'Annexation'), 'Municipality' (empty), and 'Date Search' (set to 'All Dates'). A blue 'Search' button is located at the bottom left of the form area.

Figure 16. Land Records Search

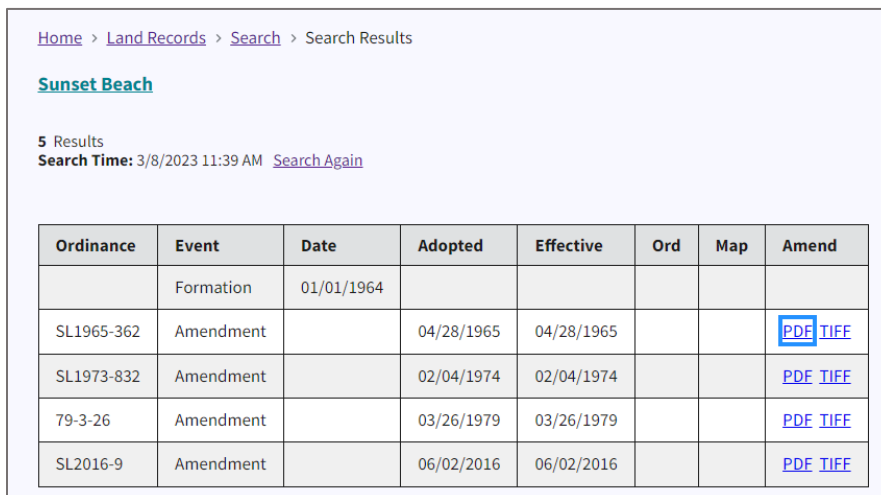
For example, if you'd like to find out when Sunset Beach, NC was formed, make the following selections:

Search By: **Charter**

Municipality: **Sunset Beach**

Date Search: **All Dates**

The results are shown in **Figure 17**. The town was formed in 1964.



The screenshot shows the search results for 'Sunset Beach'. It indicates 5 results were found on 3/8/2023 at 11:39 AM. A table lists the results with columns for Ordinance, Event, Date, Adopted, Effective, Ord, Map, and Amend. The first row shows the town's formation on 01/01/1964. Subsequent rows list amendments with their respective ordinance numbers and dates.

Ordinance	Event	Date	Adopted	Effective	Ord	Map	Amend
	Formation	01/01/1964					
SL1965-362	Amendment		04/28/1965	04/28/1965			PDF TIFF
SL1973-832	Amendment		02/04/1974	02/04/1974			PDF TIFF
79-3-26	Amendment		03/26/1979	03/26/1979			PDF TIFF
SL2016-9	Amendment		06/02/2016	06/02/2016			PDF TIFF

Figure 17. Results for Sunset Beach example

Certified Mapper Qualifications

Select **Other Divisions** > **Certified Mapper Qualifications**.

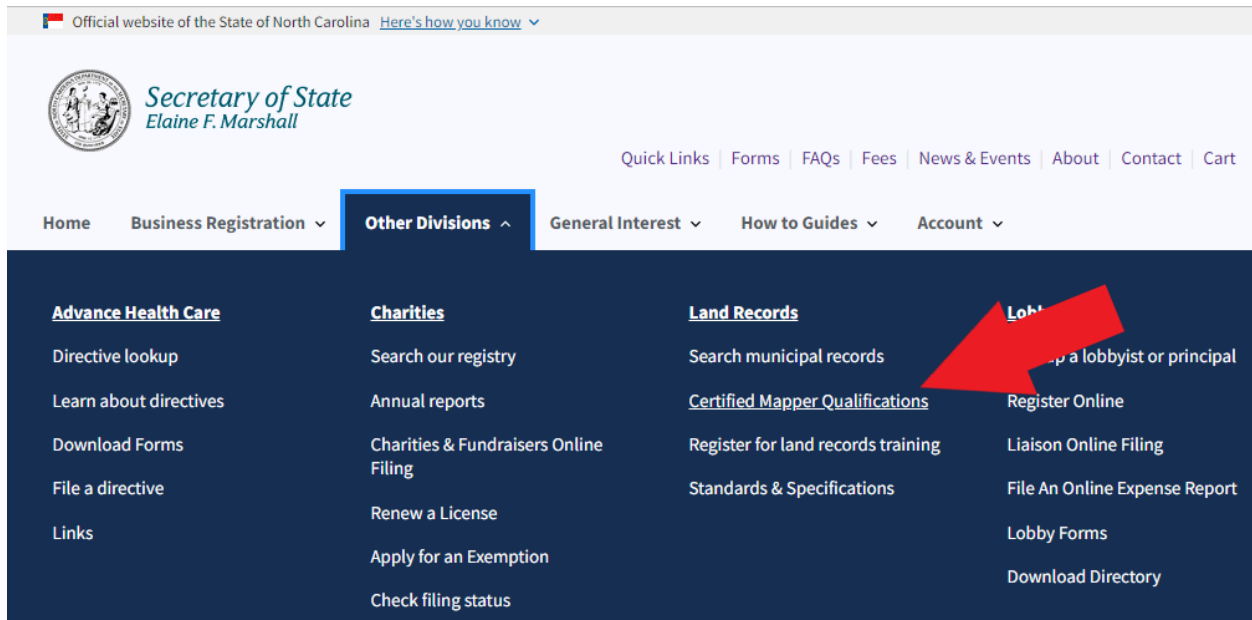


Figure 18. Other Divisions > Certified Mapper Qualifications

This takes you to the [Certified Mapper Qualifications](#) page.



Figure 19. Certified Mapper Qualifications

On the **Certified Mapper Qualifications** page, you'll find a list of courses and downloadable forms that you'll need to become a certified mapper in North Carolina. See **Figure 20**.

The following is a list of courses and meetings pre-approved for continuing education credit toward renewal of state certification.

<u>Course</u>	<u>Hours</u>
NCPMA Mapping School	24 Hours
NCPMA Regional Workshop	8-16 Hours
NCPMA Fall Conference	16 Hours
NCPMA GIS Conference	8 Hours
Carolina URISA	4 Hours
NC Surveyors Conference	16 Hours
NC GIS Conference	8 Hours
Surveyors Institute	24 Hours
URISA Workshop	8-16 Hours
National URISA	24 Hours
IAAO Course 600/601	24 Hours
SOG Listing & Assessing	16 Hours
Society of Surveyors Chapter Meetings*	2 Hours

*No more than 12 hours will be credited during the re-certification period. Subject to public review.

Forms

- [State Certified Property Mapper Initial](#)
- [State Certified Property Mapper Renewal](#)

Figure 20. Certified Mapper Qualifications page

To obtain certification as a State Certified Property Mapper, you must complete the NCPMA Regular Mapping course and exam as well as the UNC School of Government's course in Fundamentals of Listing and Assessing.

The application fee for certification and for renewal of certification is \$20.00. A property mapper's certification must be renewed every two (2) years by attending twenty-four (24) hours of continuing education. The courses and hours for renewal are listed toward the bottom of the web page. See **Figure 20**.

Register for Land Records Training

Select **Other Divisions** > **Register for Land Records Training**.

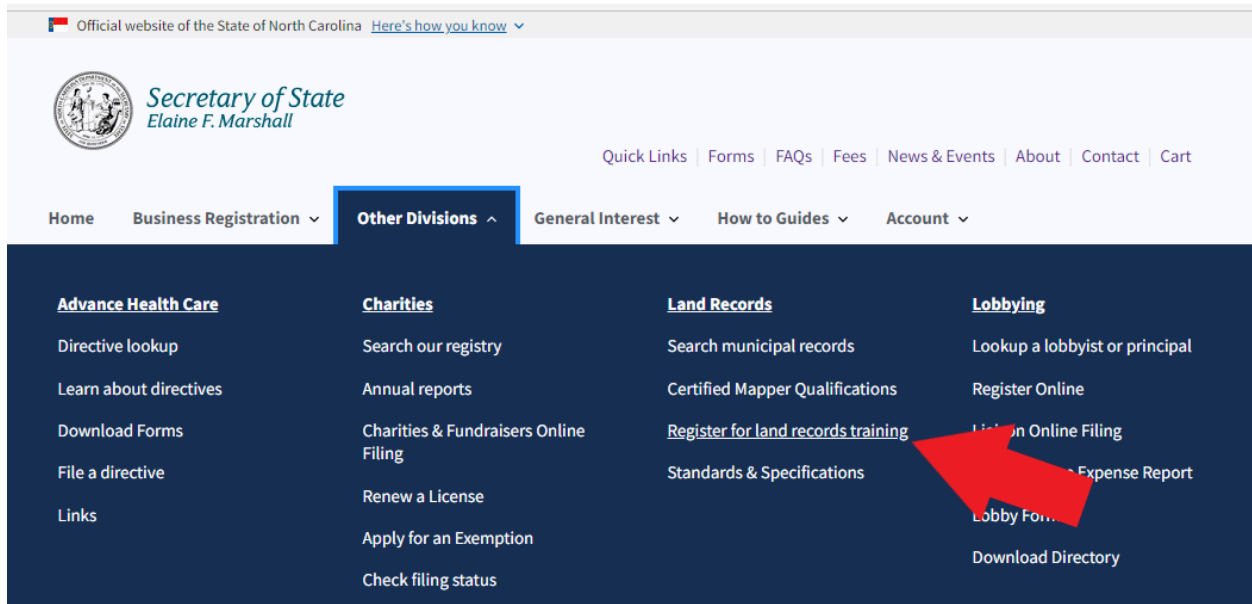


Figure 21. Other Divisions > Register for Land Records Training

This takes you to the [Training](#) page where you find several downloadable PDF links to training materials. These are workshops and presentations used for training in land records.

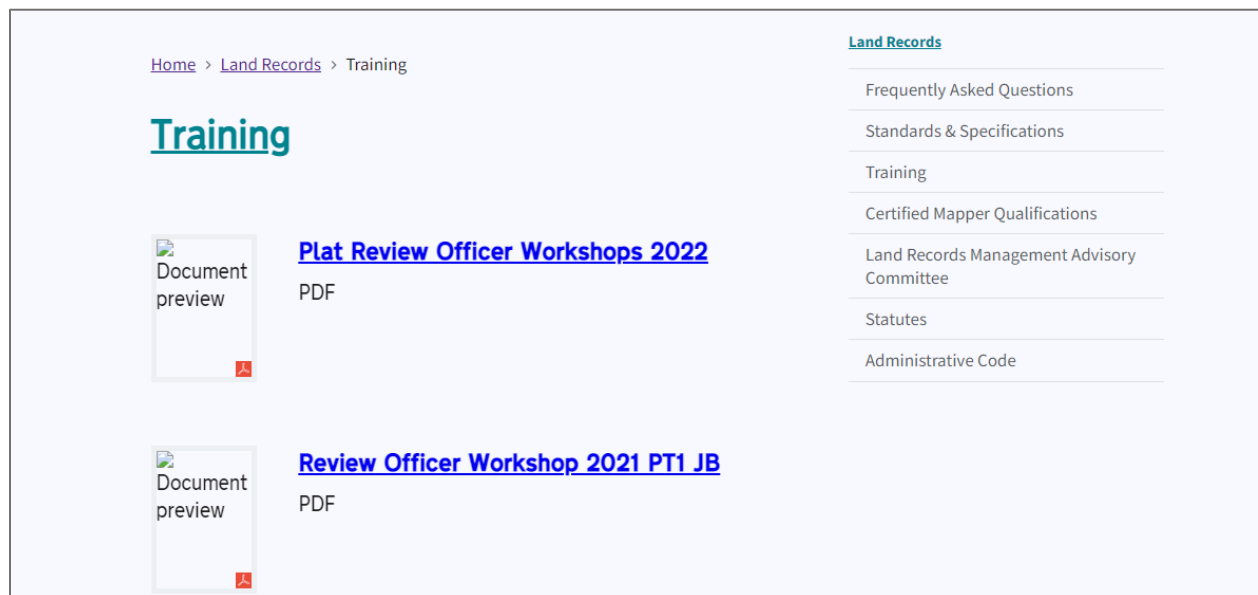


Figure 22. Land Records Training

Standards and Specifications

Select **Other Divisions** > **Standards and Specifications**.

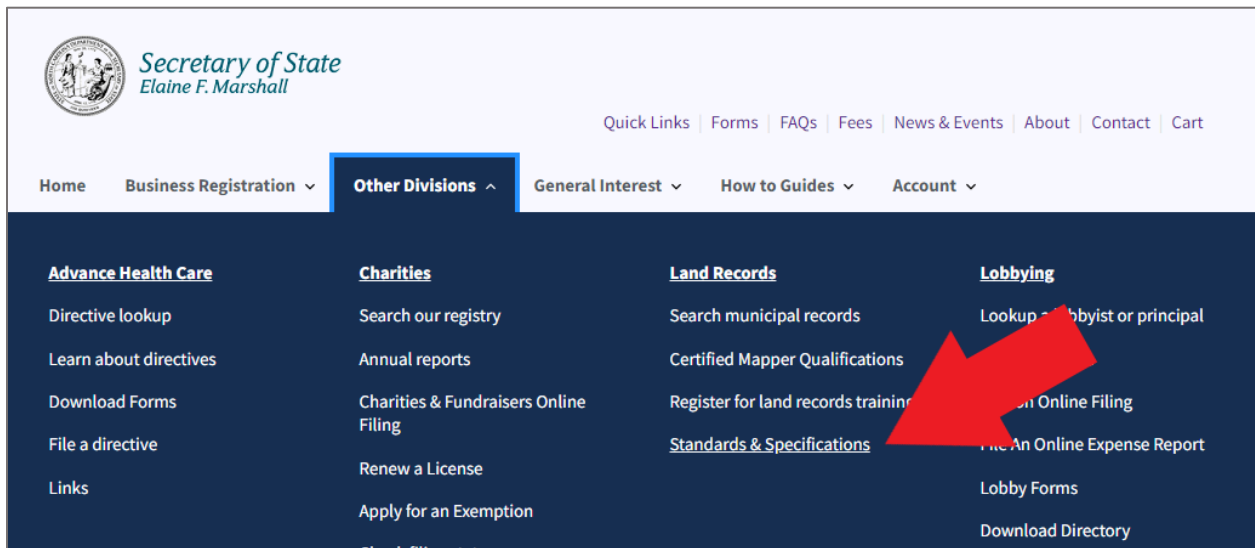


Figure 23. Other Divisions > Standards and Specifications

This takes you to the [Standards and Specifications](#) page where you can find the latest land record specs like best practice manuals and technical specifications.

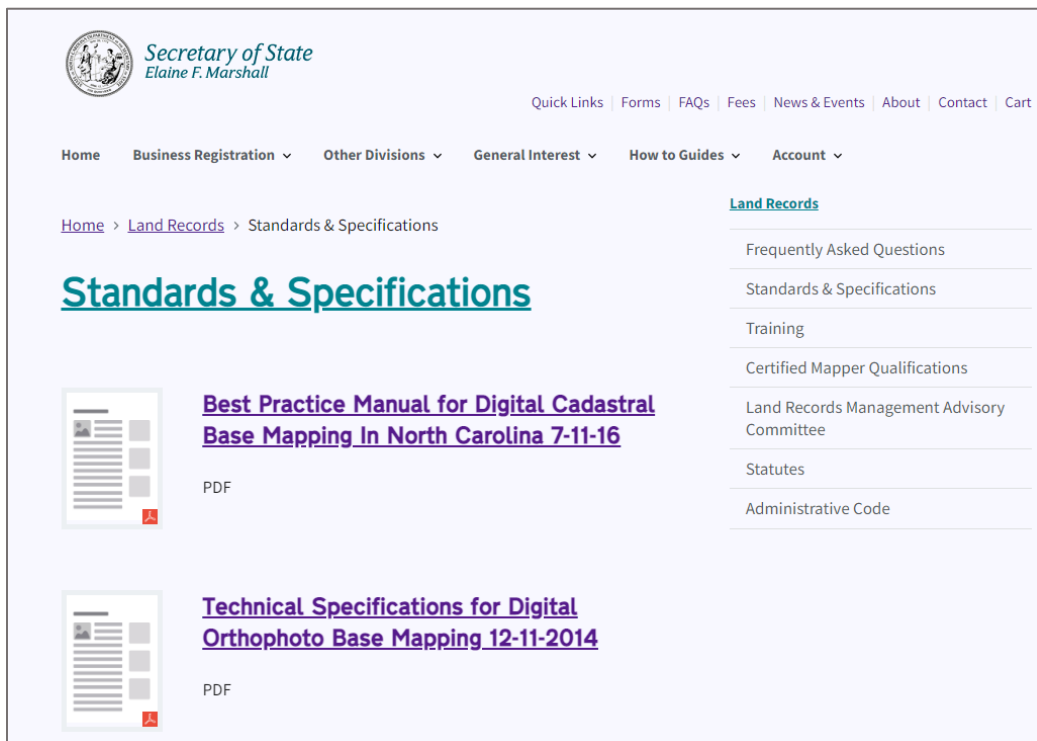


Figure 24. Standards and Specifications page