



**DIRECTIVE
Land Registry**

SECTION: PID Databank

NUMBER: 3001-009

**SUBJECT: Descriptions exceeding
4000 characters**

PURPOSE To establish general procedural guidelines for the submission of PID Databank applications with descriptions exceeding 4000 characters.

BACKGROUND

Subscribers cannot submit Parcel descriptions that exceed 4000 characters to the PID Databank via the web.

Clients who are not subscribers must submit a "Hard Copy" PID Databank Application to the Registry Office.

DIRECTIVE

- The subscriber shall insert the text of the description directly into an email and forward it to the Provincial Land Registration Office where a mapper shall process the request.
- To eliminate the possibility of illegal characters it is best to first save the description to a text (.txt) file before doing the copy and paste.
- The email must include the key data noted below:
 - ◆ User Number:
 - ◆ Subscriber Name:
 - ◆ User Supplied Reference:
 - ◆ Apparent PID:
 - ◆ Apparent Owner Names:
 - ◆ Parcel Access: (Public, Private or None)

DATE EFFECTIVE 2010-06-02 REVISED 2017-01-04

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