



Land Registry Unit

User Manual

PID Databank Administrative Consolidation

The information contained in the manual must not be relied upon as professional advice of any kind whatsoever and may not be free from errors or omissions.

Overview

The **PID Datbank Administrative Consolidation** User Manual explains how to submit an application to Consolidate multiple PID's, to the Provincial Land Registration Office.

PID Datbank Administrative Consolidation

The **PID Datbank Administrative Consolidation** module is available through the **Welcome to SNB Registry and Mapping Services** menu.



Welcome to Land Registry Services

Select one of the following menu items to initiate your search:

[Real Property Information](#)

[Land Gazette](#)

[Registration Index and Document Images](#)

[Document and Plan Submission \(PDF\)](#)

[PID Databank](#) ←

[Land Titles](#)

[Land Titles Covenants](#)

[General Powers of Attorney](#)

[Civic Addresses](#)

[User Administration](#)

[Accounting Information](#)

[ANBLS Database](#)



Developed by *caris*

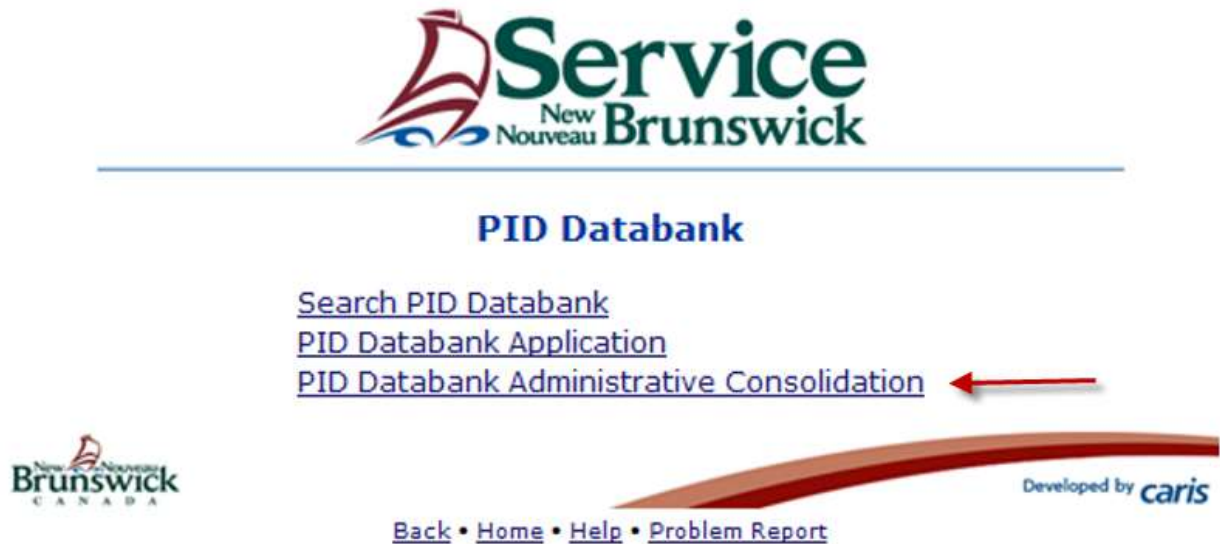
[GeoNB](#) • [Corporate Registry](#) • [NB Control Network](#)
[Problem Report](#) • [Français](#)

Click the link **PID Databank** and enter the username and password in the login box. Once the user authentication is completed, the **PID Datbank** screen opens.

The "PID Databank Submitter" role is required on the user's PLANET account to access the screen.

PID Databank

The **PID Databank** screen opens with a new menu item **PID Databank Administrative Consolidation**.

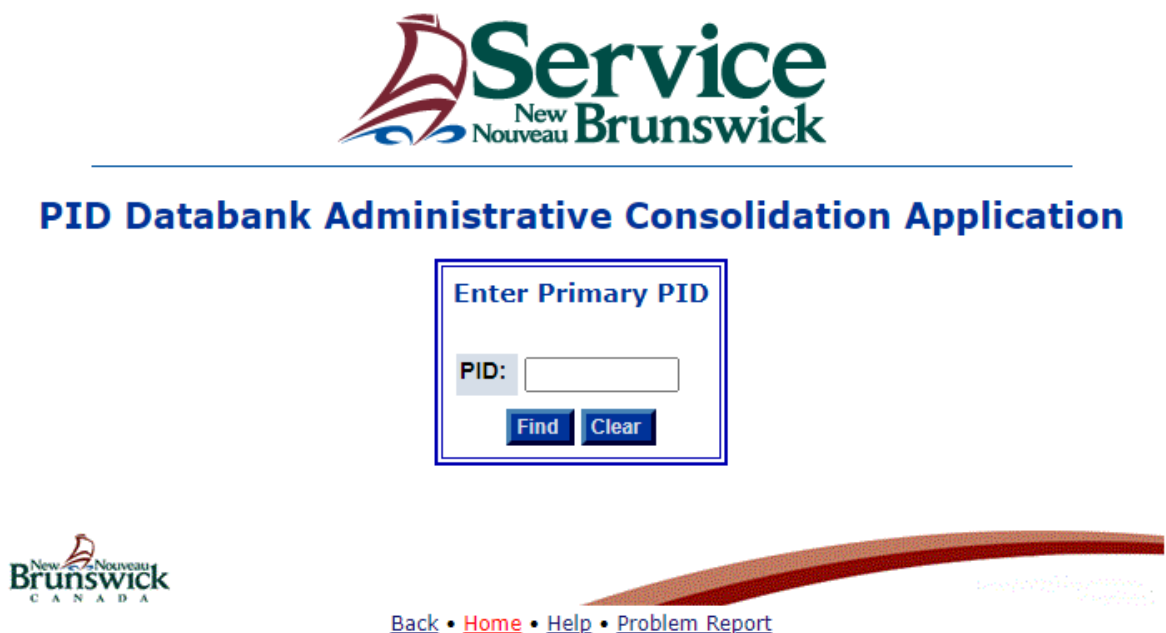


The screenshot shows the Service New Brunswick logo at the top. Below it, the heading "PID Databank" is centered. A list of menu items is displayed: "Search PID Databank", "PID Databank Application", and "PID Databank Administrative Consolidation". A red arrow points to the third item. At the bottom left is the "New Brunswick CANADA" logo, and at the bottom right is the text "Developed by caris". A navigation bar at the bottom contains links for "Back", "Home", "Help", and "Problem Report".

PID Databank Administrative Consolidation

The screen provides the ability to enter a Primary PID to start the Administrative Consolidation

The PID entered must be an Active Land Titles PID within Planet.



The screenshot shows the Service New Brunswick logo at the top. Below it, the heading "PID Databank Administrative Consolidation Application" is centered. A central form box titled "Enter Primary PID" contains a "PID:" label, an input field, and "Find" and "Clear" buttons. At the bottom left is the "New Brunswick CANADA" logo, and at the bottom right is the text "Developed by caris". A navigation bar at the bottom contains links for "Back", "Home", "Help", and "Problem Report".

Clicking **Find** on a successful PID entry will bring you to the Application Screen. The Application screen is the main screen for creating the application.

PID Datbank Administrative Consolidation Application

The user manages the PIDs to be consolidated (+/- PIDs), adds a User Supplied Reference, comments, and submits the application to SNB.



PID Datbank Administrative Consolidation Application

Enter values for new record

Primary PID: 6000512
Application Type: Consolidation

PIDs

PIDs: 6000512
[Add PID](#)

Registered Owners

PID	Name	Qualifier
6000512	Celler Consulting Incorporated	

[Click To Add User Supplied Reference](#)

Comments:

Declaration: I declare that the PIDs listed above are eligible for Administrative Consolidation and that I am submitting this application at the request of the registered owner.

[Click Here to Submit Application](#) [Clear](#)



+/- PIDs

The user manages the PIDs with the “+/- PIDs” button. The “+/- PIDs” brings you to the PID Management Screen where you control which PIDS are to be consolidated with the Primary PID. The user can add or remove PIDs from the list. The primary PID cannot be removed.

Service
New
Nouveau
Brunswick

Additional PIDs

PID:

Primary PID: 60080512
PIDs:

New Brunswick
CANADA

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Once ALL the PIDs to be consolidated are added click the **Return to Application**.

The user then adds a User Supplied Reference, comments, and submits the application to SNB with the **Click here to Submit Application** button.

Click the **Submit** button ONLY ONCE to send the file to the Registration office at SNB. If a problem is found during the submission, a message displays to explain the problem. Correct any problem(s) before re-submitting. Once all the verifications are completed, the **Confirmation Screen!** message is displayed.

Confirmation Screen



PID Databank Administrative Consolidation Application Confirmation **Administrative Consolidation**

PID(s): 60080512, 60082328

The cost of this application is **\$ 100.00**.

Are you sure you want to submit the PID Databank Administrative Consolidation Application?

I hereby certify that I am authorized to submit the PID Databank Administrative Consolidation Application.



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The **Confirmation** Screen displays the details of the submission along with the Cost.

Clicking OK on this screen will provide you a **Success Screen**. This screen informs you that the submission was submitted successfully, with an application number (for your reference). The fee will be charged to your EFT account upon registration.

Success Screen



Success!

Your PID Databank Administrative Consolidation Application has been successfully submitted.

Application number: 660647

PID(s): 60080512, 60082328



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Click **Home** to return to the **Welcome to SNB Registry and Mapping Services** menu.