



# eRECORDS ELECTRONIC RECORDS MANAGEMENT SYSTEM GUIDE

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GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
DC MURIEL BOWSER, MAYOR

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## What Records Can You View?

The eRecords Electronic Records Management System provides residents of the District of Columbia online access to the following:

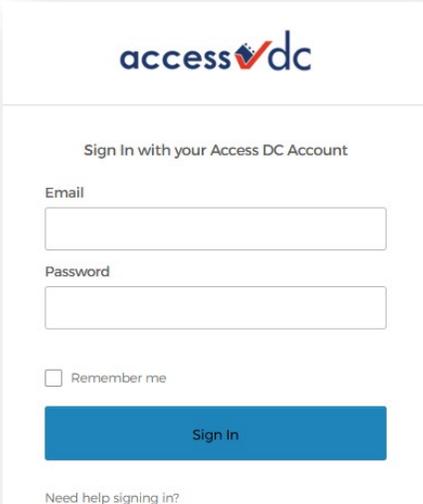
- Building Permits
- Building Plans
- Certificate of Occupancy
- Determination Letters
- Electrical Permits
- Final Orders from the Office of Administrative Hearings
- Invoices
- Mechanical Permits
- Permit Applications
- Plumbing Permits

For more information about what historical records are available, please visit our [Records Management Information webpage](#).

## To Begin

To use eRecords, a single sign-on, [Access DC](#), account is required. To sign up for a free Access DC account, [please visit our sign-up page](#). If you already have an Access DC account, you may begin using eRecords.

If you need assistance logging in, select **Need help signing in** or email DOB at [dob@dc.gov](mailto:dob@dc.gov) and include AccessDC Password Assistance in the subject line.



The screenshot shows the 'accessdc' logo at the top. Below it is the heading 'Sign In with your Access DC Account'. There are two input fields: 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember me'. A blue 'Sign In' button is positioned below the checkbox. At the bottom of the form, there is a link that says 'Need help signing in?'.

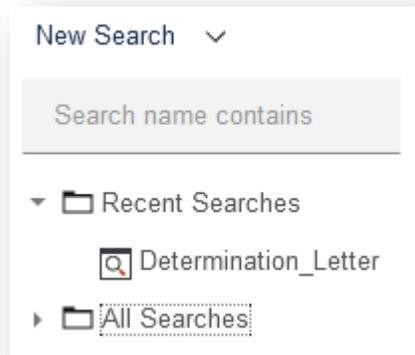
## Types of Searches

eRecords supports the following search methods:

**Text Field:** Search a record by entering a partial or full description of record type.

**Recent Searches:** A list of most recent searches will be displayed as shown.

**All Searches:** Provides a complete list of document types that are available.



Don't see what you're looking for? Submit a record request using our [online contact form](#).

## Search Criteria

eRecords supports the following search methods:

**Address:** Enter minimal information into the Address section, e.g. street number or a street name (without street type, i.e, Street/Road/Avenue, etc.)

**Entity:** Enter the Business Name (without commas or abbreviations).

**File Number:** Enter the Permit or Invoice Number.

**Quadrant:** NE, NW, SE, or SW.

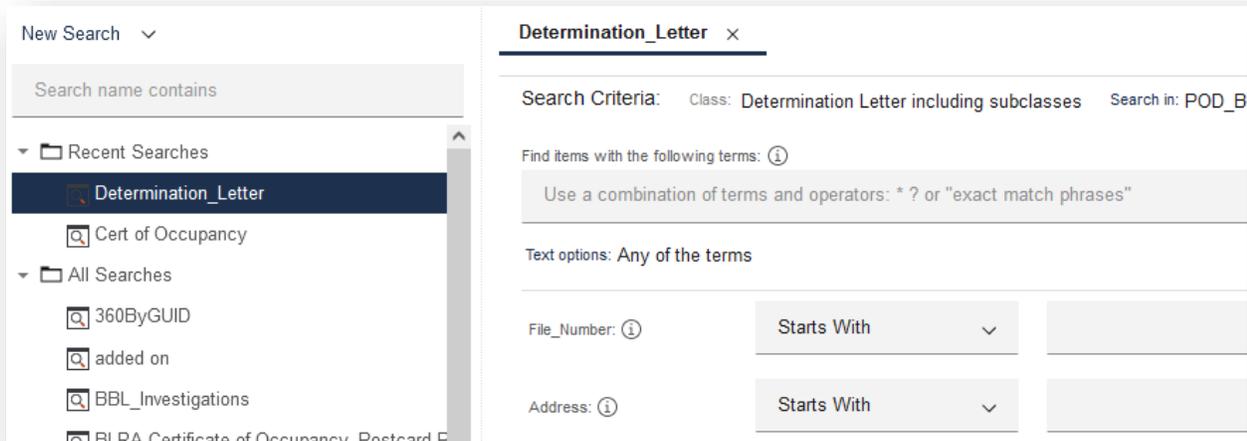
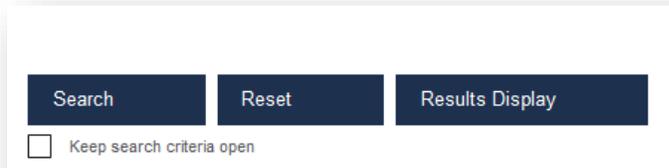
**Note:** For the best search results, use the **File\_Number** or **Address** option, and select **Starts With** from the dropdown menu.

## Search for a Record

Under the **New Search** section, click the arrow to expand the **All Searches** folder icon to view the complete list of search options. Then, select the appropriate **Category** to access the **Search Criteria** menu.

**Search by File Number:** In the File\_Number field, status the dropdown Menu: **Starts With** and type in the permit or invoice number and select **Search**.

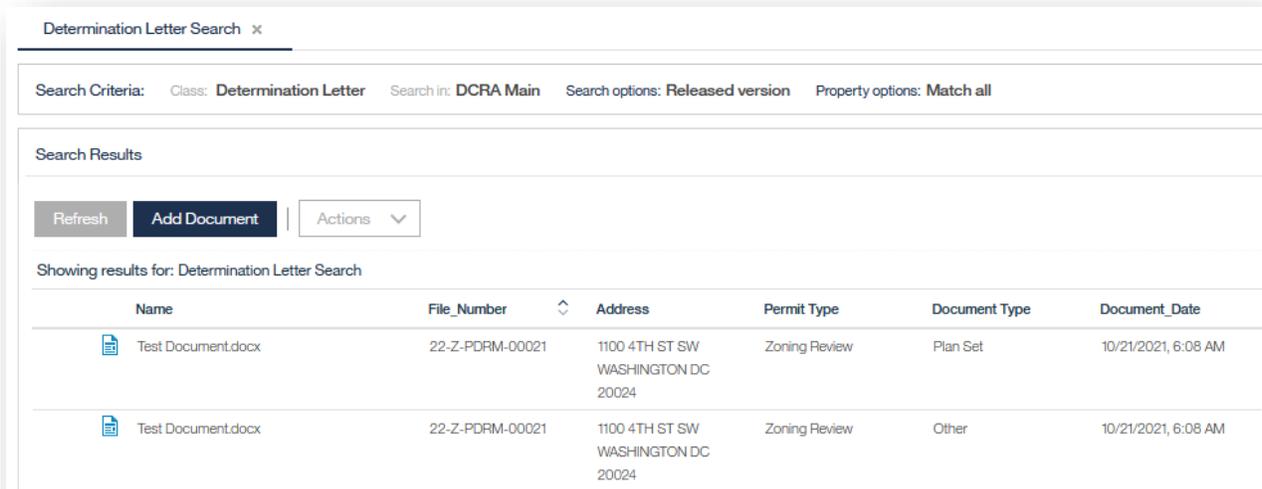
**Search by Address:** In the Address field, status the dropdown menu: **Starts With** and type street number and street name. Then, select **Search**. See example below: Enter 1100 4<sup>TH</sup>, and select **Search**.



## General Search Results

Results may populate differently based on criteria selection. For better filtering, search results by date, document type, or permit type (if applicable).

For example, you can add Zoning Determination Letter to the list of records you can request as shown in the example below.



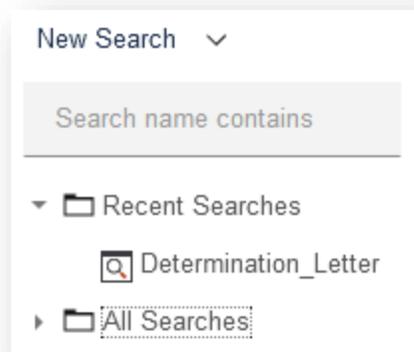
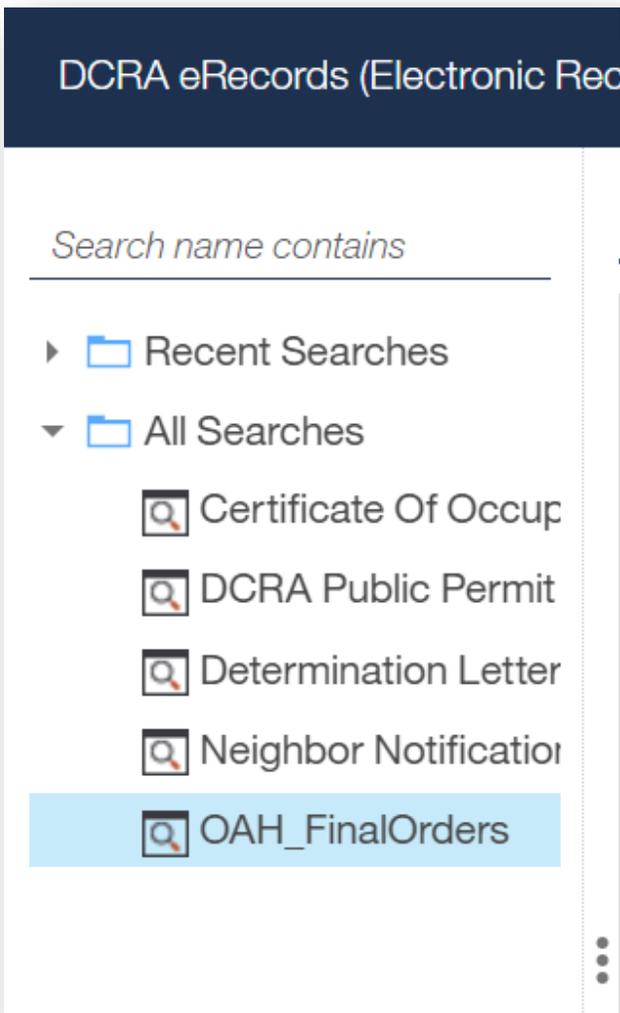
The screenshot shows a search interface with the following details:

- Search Criteria:** Class: **Determination Letter**, Search in: **DCRA Main**, Search options: **Released version**, Property options: **Match all**
- Search Results** section includes buttons for **Refresh**, **Add Document**, and an **Actions** dropdown menu.
- Text below the buttons: **Showing results for: Determination Letter Search**
- A table with 7 columns: **Name**, **File\_Number**, **Address**, **Permit Type**, **Document Type**, and **Document\_Date**.

Name	File_Number	Address	Permit Type	Document Type	Document_Date
 Test Document.docx	22-Z-PDRM-00021	1100 4TH ST SW WASHINGTON DC 20024	Zoning Review	Plan Set	10/21/2021, 6:08 AM
 Test Document.docx	22-Z-PDRM-00021	1100 4TH ST SW WASHINGTON DC 20024	Zoning Review	Other	10/21/2021, 6:08 AM

## Search for a Final Order from the Office of Administrative Hearings

Under the New Search section, click the arrow to expand the All Searches folder icon to view the complete list of search options. Then, select the category OAH\_Final Orders to access the Search Criteria menu.



The Search Criteria menu allows for Final Orders to be searched by four criteria: Case Number, Notice of Infraction Number, Property Address or Name.

OAH\_FinalOrders x

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Search Criteria: Class: OAH\_FinalOrders ... Search in: DCRA Public

---

Find items with the following terms: ⓘ

*Use a combination of terms and operators: \* ? or "exact match phrases"*

---

Text options: **Any of the terms**

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OAH_CaseNumber: ⓘ	Like	▼	
<hr/>			
Address: ⓘ	Like	▼	
<hr/>			
NOI_Numbers: ⓘ	Like	▼	
<hr/>			

Final Orders can be searched using Case Number, Property Address or Notice of Infraction Number. Start by selecting the type of query from the drop down menu. Users can select from Like or Starts With.

Text options: **Any of the terms**

OAH_CaseNumber: ⓘ	Like ^	
Address: ⓘ	Starts With	
	Like	
NOI_Numbers: ⓘ	Like v	

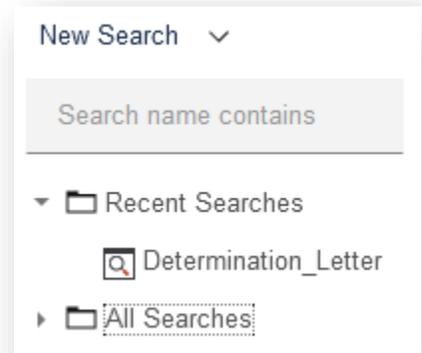
Search by OAH\_Case Number: Select the appropriate query type from the drop down menu and type in the Case Number or partial Case Number and select Search.

Search by Property Address: Select the appropriate query type from the drop down menu and type in the Address or partial Address and select Search.

Search by Notice of Infraction Number: Select the appropriate query type from the drop down menu and type in the Notice of Infraction Number or partial Notice of Infraction Number and select Search.

## Final Order Search Results

Search Results may populate differently based on criteria selection. Please ensure that you select the appropriate query type for the information entered in the search. For example, Equals requires a search of the full Case Number, Address or NOI Number, while Like requires only partial information entered in the search.



Search Results

Refresh Actions

Showing results for: OAH\_FinalOrders

Name	OAH_CaseNumber	Case_Number	Address
2019-DCRA-HOUS-00001	2019-DCRA-HOUS-00001	2019-DCRA-HOUS-00001	6106 CLAY ST NE #S
2019-DCRA-HOUS-00002	2019-DCRA-HOUS-00002_20	2019-DCRA-HOUS-00002	69 RHODE ISLAND A NW #7
2019-DCRA-HOUS-00002	2019-DCRA-HOUS-00002_30	2019-DCRA-HOUS-00002	69 RHODE ISLAND A NW #7
2019-DCRA-HOUS-00003	2019-DCRA-HOUS-00003_20	2019-DCRA-HOUS-00003	1921 KALORAMA RD #509

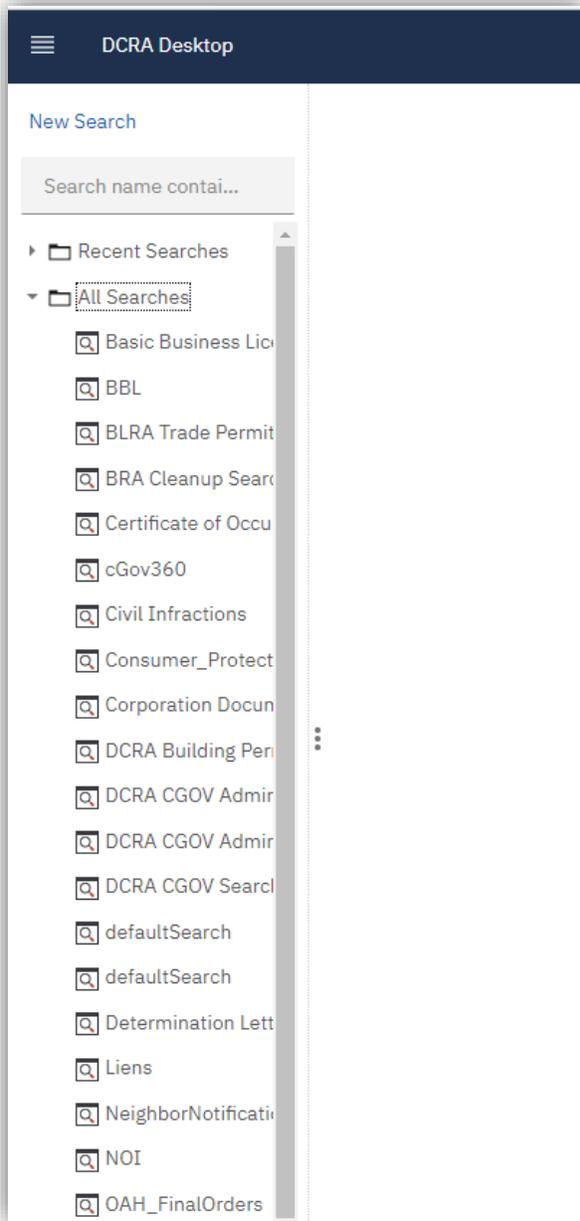
Total: 483

Properties

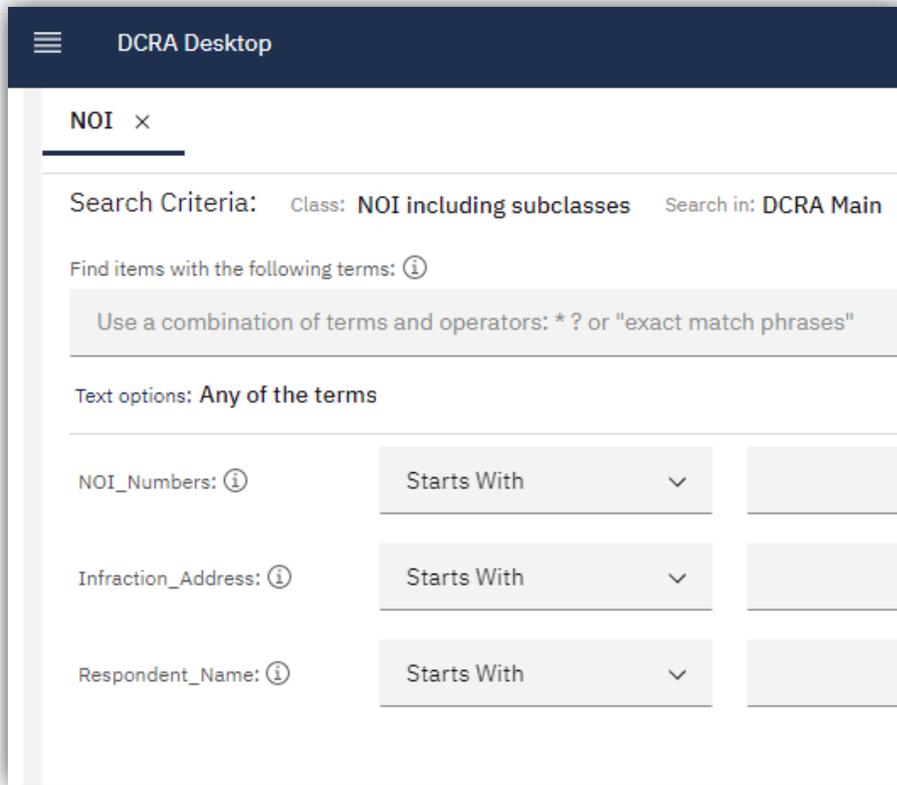
The thumbnail shows a document titled 'Determination Letter' with a circular stamp in the top right corner. The text on the document is partially legible, mentioning 'The Department of Transportation' and 'Determination Letter'.

## Search for a Notice of Infraction (NOI)

Under the New Search section, click the arrow to expand the All Searches folder icon to view the complete list of search options. Then, select the category NOI to access the Search Criteria menu.



The Search Criteria menu allows for a Notice of Infraction (NOI) to be searched by four criteria: Notice of Infraction Number, Case Number, Property Address or Name.



Notices of Infraction (NOI) can be searched using Notice of Infraction Number, Case Number, Property Address or Name. Start by selecting the type of query from the drop-down menu for one of the search criteria. Users can select from Starts With, Like, or Equals.

Text options: **Any of the terms**

NOI_Numbers: ⓘ	Starts With ▼	
Infraction_Address: ⓘ	Starts With ▼	
Respondent_Name: ⓘ	Starts With ▲	
	Starts With	
	Like	
	Equals	

Search Results may populate differently based on criteria selection. Please ensure that you select the appropriate query type for the information entered in the search. For example, Equals requires a search of the full Notice of Infraction Number, Case Number, Property Address or Name. Starts With only requires partial information but must include the beginning of the Notice of Infraction Number, Case Number, Property Address or Name. Like requires only partial information of any of the search criteria to be entered in the search.

Text options: Any of the terms

NOI_Numbers: ⓘ	Starts With ▾	
Infraction_Address: ⓘ	Equals ▾	1100 4th ST SW
Respondent_Name: ⓘ	Starts With ▾	

Keep search criteria open

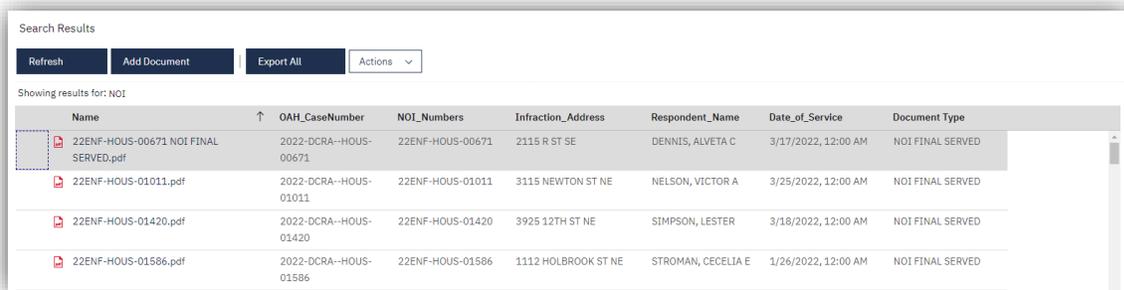
Search by Notice of Infraction Number or Case Number: In the search criteria row NOI\_Numbers, select the appropriate query type from the drop-down menu and type in the Notice of Infraction Number, Case Number, partial Notice of Infraction Number or partial Case Number and select Search.

Search by Property Address: In the Infraction Address row, select the appropriate query type from the drop-down menu and type in the Property Address or partial Property Address and select Search.

Search by Name: In the Respondent Name row, select the appropriate query type from the drop-down menu and type in the Name or partial Name and select Search.

## Search Results

Search Results will populate based on criteria selection and search information provided. Each search result contains a live link to the Notice of Infraction in .pdf format, which can be downloaded. Please ensure that you select the appropriate query type for the information entered in the search.



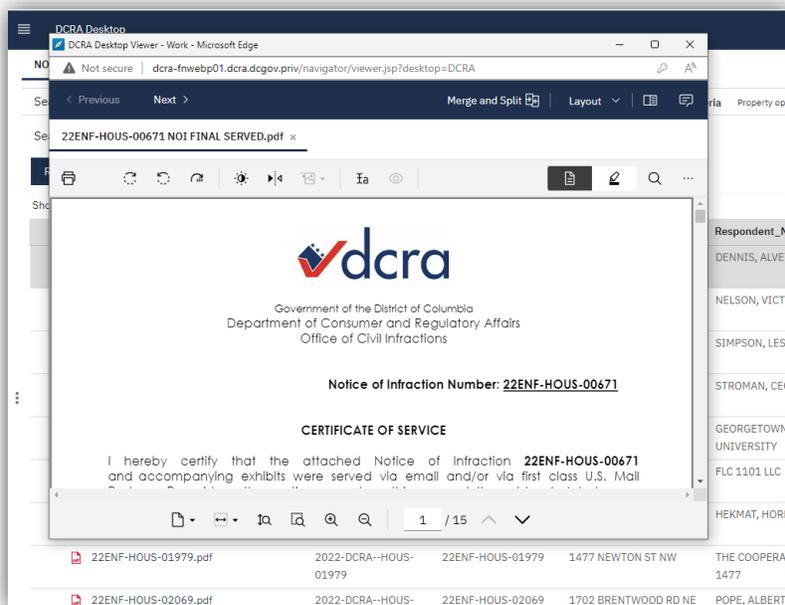
Search Results

Refresh Add Document Export All Actions

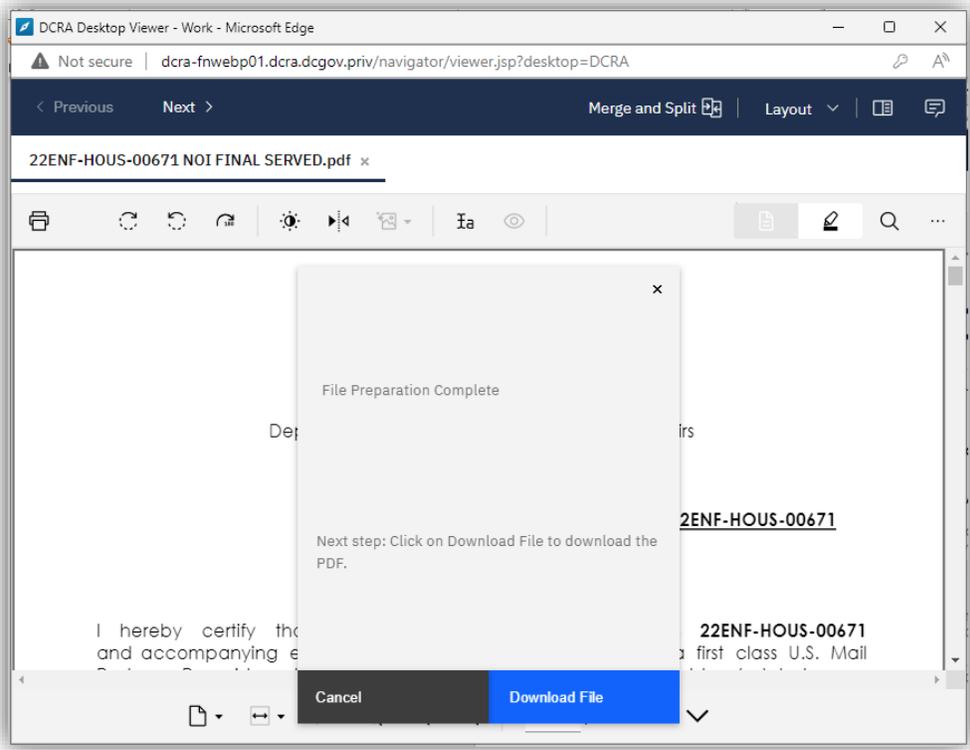
Showing results for: NOI

Name	OAH_CaseNumber	NOI_Numbers	Infraction_Address	Respondent_Name	Date_of_Service	Document Type
<a href="#">22ENF-HOUS-00671 NOI FINAL SERVED.pdf</a>	2022-DCRA--HOUS-00671	22ENF-HOUS-00671	2115 R ST SE	DENNIS, ALVETA C	3/17/2022, 12:00 AM	NOI FINAL SERVED
<a href="#">22ENF-HOUS-01011.pdf</a>	2022-DCRA--HOUS-01011	22ENF-HOUS-01011	3115 NEWTON ST NE	NELSON, VICTOR A	3/25/2022, 12:00 AM	NOI FINAL SERVED
<a href="#">22ENF-HOUS-01420.pdf</a>	2022-DCRA--HOUS-01420	22ENF-HOUS-01420	3925 12TH ST NE	SIMPSON, LESTER	3/18/2022, 12:00 AM	NOI FINAL SERVED
<a href="#">22ENF-HOUS-01586.pdf</a>	2022-DCRA--HOUS-01586	22ENF-HOUS-01586	1112 HOLBROOK ST NE	STROMAN, CECELIA E	1/26/2022, 12:00 AM	NOI FINAL SERVED

Click on the linked Notice of Infraction number in the Name column of the search results to open a pop-up window containing a .pdf file of the Notice of Infraction that can be downloaded. Please ensure that your web browser is set to allow pop-ups.



Download the Notice of Infraction by clicking the printer icon in the upper left corner of the pop-up window and selecting Download File from the dialog box.





**DEPARTMENT OF BUILDINGS**

1100 4th Street SW, Washington, DC 20024

[dob.dc.gov](http://dob.dc.gov) | [dob@dc.gov](mailto:dob@dc.gov) | 202-671-3500



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