
Registrar General's Department

RPA Online

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
INTRODUCTION	3
REGISTRATION & ACCESS.....	3
Mobility.....	5
JOURNAL	6
Journal Search.....	6
Query Notice.....	8
DELIVERY BOOK	10
Delivery Book Search.....	10
REQUEST FOR WITHDRAWAL OF DUPLICATE CERTIFICATE OF TITLE	12
Request Form	12
Registered Users	12
Submit Request.....	13
View Request	14
REQUEST FOR RETURN OF OWNERSHIP UNDER THE RPA.....	15
Request Form	15
Un-registered Users	15
Registered Users	15
Submit Request.....	16
View Request	17
PUBLIC SEARCH.....	18
Access.....	18
Searching.....	19
Account Balance & History.....	20
TECHNICAL ISSUES	21
Contact	21

INTRODUCTION

The RPA Online Search facility allows authorised, registered users to access the following services electronically:

- RPA Land Registry Journals – allowing for electronic searching of journals entries from 2007 to date.
- RPA Delivery Books – allowing for electronic searching of delivery records from 1994 to date.
- The status of RPA Instruments/Documents lodged at the RPA Unit.
- Query/Rejection Notices with respect to Instruments/Documents lodged at the RPA Unit – allowing for viewing, downloading and printing of the notice.
- Submission of return of ownership applications under the RPA.
- Submission of request for the withdrawal of a Certificate of Title.
- Status of applications submitted for return of ownership.

The Electronic Journal and Delivery Book currently contain over 80,000 entries each.

REGISTRATION & ACCESS

To access the facility, please register for an account through the website

<https://rgd.legalaffairs.gov.tt/rpaonline/register>

To register for an account either click the **Register** link to the top, right corner of the RPA Online website or go directly to the link above.

You will be required to enter your name, email address, username, password and a confirmation password to complete your registration.



Register

All fields are required

Name

Username

Organisation

E-Mail Address

Password

Confirm Password

Once the submitted information has been received, your registration will be reviewed. Once approved and the requisite fees have been paid, an email will be sent, confirming that access has been granted.

A registered user can now access the RPA Online website through the following link:

<https://rgd.legalaffairs.gov.tt/rpaonline/login>



Login

E-Mail Address

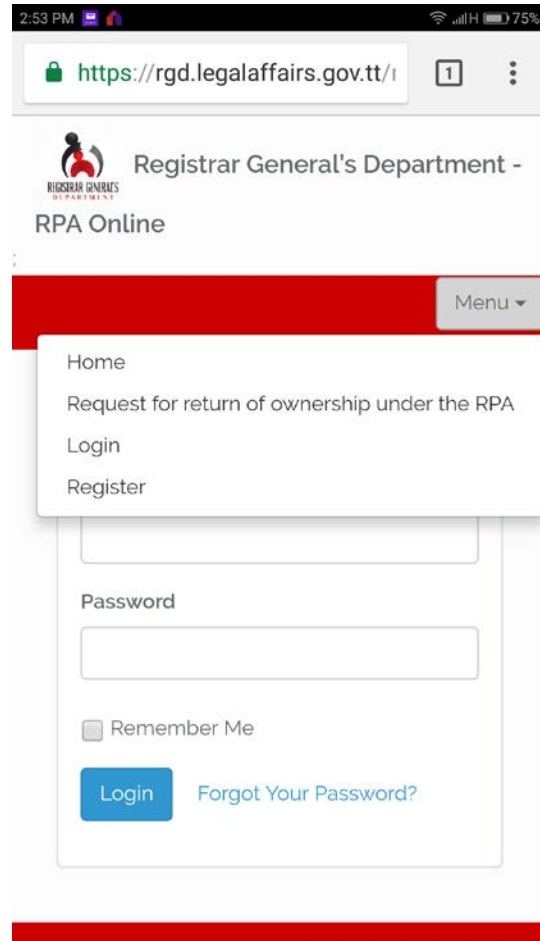
Password

Remember Me

[Forgot Your Password?](#)

Mobility

The RPA Online website is designed for mobility and can be accessed via your mobile device for convenient searching on the go.

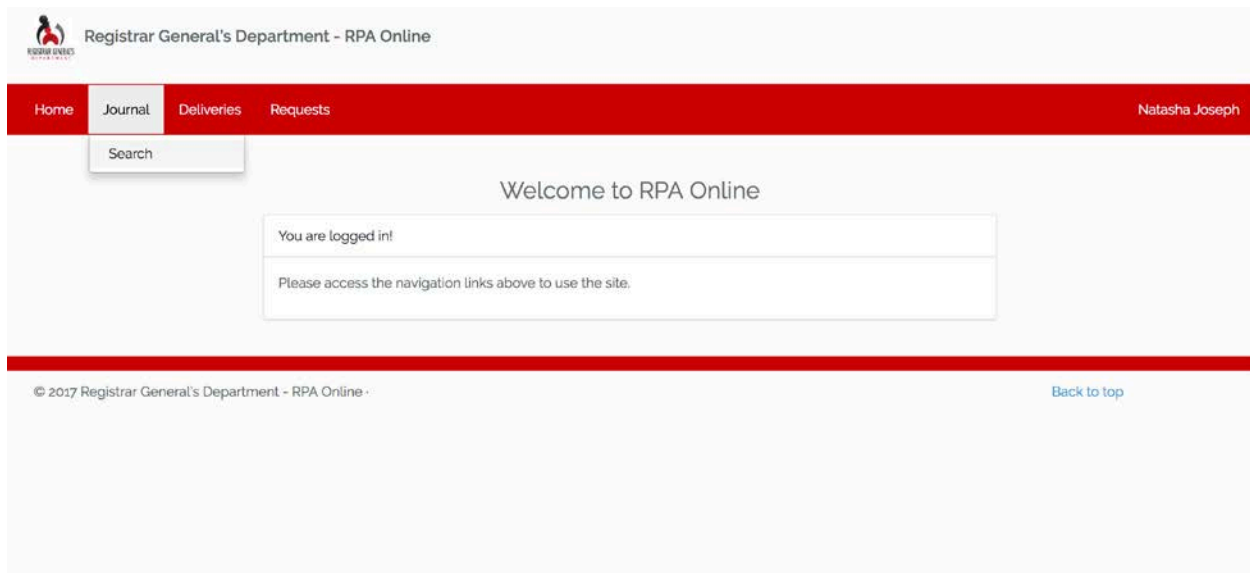


JOURNAL

The Electronic Journal provides a detailed view of the land transactions lodged for Registration at the RPA Unit, Registrar General's Department, and facilitates searches using key field, volume, folio and parties to the transaction.

Journal Search

To access the journal search form, first go to the Journal link in the menu and click on the Search link.



Searches can be performed with one or any combination of the fields available in the form. Enter your required search values in the form and then click the Search Journal button.



Search Journal

Incoming CT Ref.

CT Ref Volume CT Ref Folio

Parties From Transaction

Parties To Transaction

[Search Journal](#)

Results for your search will be displayed on the search results page with a summary of the found entries.

Click on the instrument for each entry to retrieve a detailed view.



10 Journal Entries found

Instrument	Registered Date	Volume	Folio	Parties From	Parties To	Additional CTs
1: Transfer (Gift)	12/05/09 8:56am	3000	81	KALOUTIE RAMPERSAD A/C KALAWATIE RAMPERSAD	KALOUTIE RAMPERSAD A/C KALAWATIE RAMPERSAD, SAMAROO JAGNANAN, KRISHNA RAMPERSAD AND SUDESH RAMPERSAD	
2: Transfer	13/01/10 2:09pm	3000	313	DOLLY BOOCHOON AND POPO BOOCHOON	SHARLENE BOOCHOON	
3: Death	08/06/10 10:13am	3000	81	KALOUTIE RAMPERSAD A/C KALAWATIE RAMPERSAD		
4: Transfer	21/05/10 2:09pm	3000	313	DOLLY BOOCHOON AND POPO BOOCHOON	SHARLENE BOOCHOON	

The status as well as further information captured on the Journal entry can be viewed in the details. The back button in your browser can be clicked to return to your search result listing.



Home / Search / Journal Details

Journal Details

Barcode:	T20100 113000 001425
Registered Date:	13/01/10 2:09pm
Registered Time:	
CT Lodged:	YES
Parties From Transaction:	DOLLY BOOCHOON AND POPO BOOCHOON
Parties To Transaction:	SHARLENE BOOCHOON
Ward:	Montserrat
Status:	
CT Ref Volume:	3000
CT Ref Folio:	313
Additional CTs	
Type of Instrument:	Transfer
Current Instrument:	9
Volume:	5194
Folio:	33
Name of Attorney:	SAMUEL SAUNDERS
Name of Firms:	S. Saunders & Company
Remarks:	

Query Notice

Submitted instruments may be queried for various reasons. Registered users will be able to view notices for queried instruments in order to effect the necessary correction.

To determine if a submitted instrument has been queried, first perform a search for the Journal entry. Upon viewing the Journal details, a message will be displayed to the top of the entry indicating, query notice exists. Click the **View Notices** button to view a list of notices.

Home / Search / Journal Details

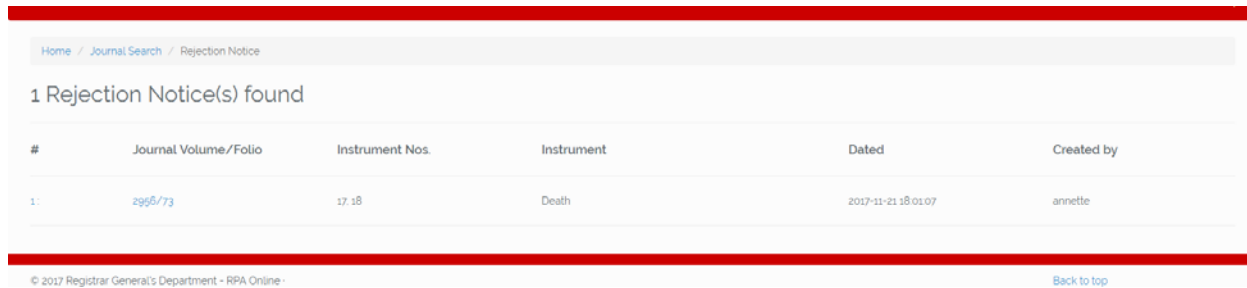
Journal Details

Rejection Notices exists for this document

[View Notices](#)

Barcode:	T20170 904000 712730
Registered Date:	04-Sep-2017
Registered Time:	10:43AM
CT Lodged:	YES
Parties From Transaction:	KISSMAT ALI
Parties To Transaction:	KISSMAT ALI
Ward:	St. Ann's
Status:	
Consideration:	S
Land Assurance:	S
CT Ref Volume:	2956
CT Ref Folio:	73
Additional CTs	
Type of Instrument:	Death
Current Instrument:	17
Volume:	5991
Folio:	103
Name of Attorney:	BERNADETTE DE LEON
Name of Firms:	
Remarks:	

Any existing notice for the submitted instrument will be displayed in the query notice listing. Click on the Journal Volume/Folio number to view the details of the notice.



Home / Journal Search / Rejection Notice

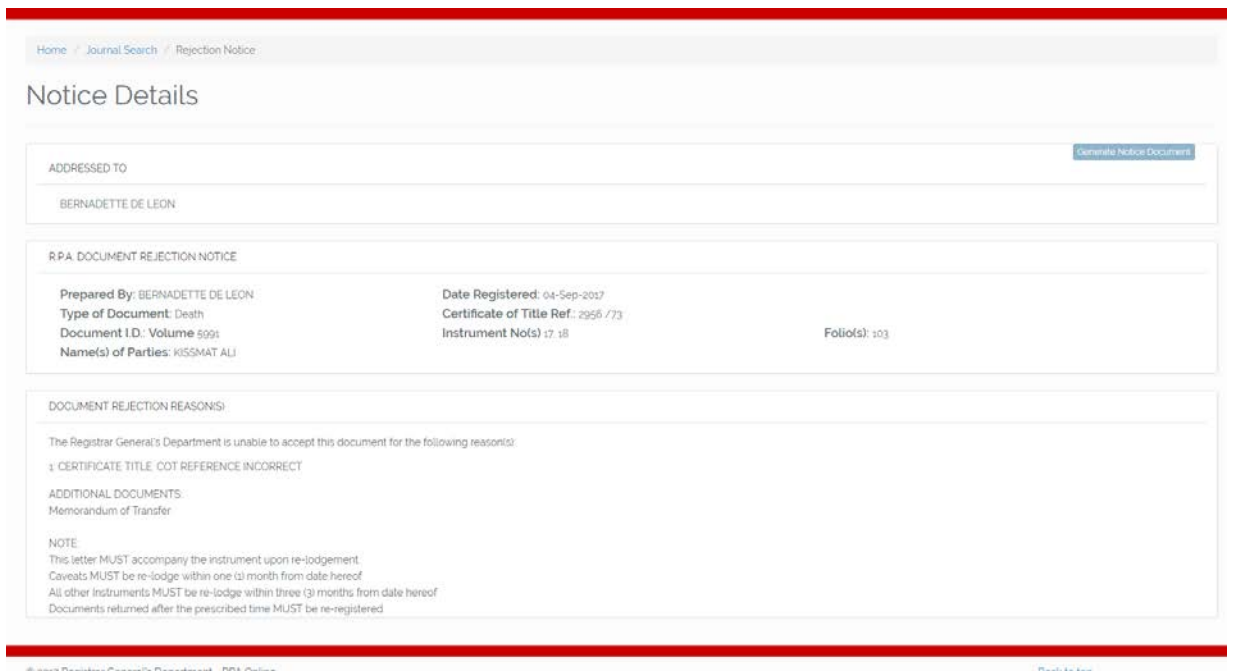
1 Rejection Notice(s) found

#	Journal Volume/Folio	Instrument Nos.	Instrument	Dated	Created by
1	2956/73	17, 18	Death	2017-11-21 18:01:07	annette

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The Notice Details will show a summary of the document details and identify the reasons for the query. To print the notice, click on the Generate Notice Document button. A PDF document will be generated which can be printed.

PLEASE NOTE: A user must have a PDF viewer, e.g. Adobe Reader, to view and print the document



Home / Journal Search / Rejection Notice

Notice Details

[Generate Notice Document](#)

ADDRESSED TO
BERNADETTE DE LEON

RPA DOCUMENT REJECTION NOTICE

Prepared By: BERNADETTE DE LEON
Type of Document: Death
Document I.D.: Volume 5996
Name(s) of Parties: KISSMAT ALI

Date Registered: 04-Sep-2017
Certificate of Title Ref.: 2956 /73
Instrument No(s) 17, 18
Folio(s): 103

DOCUMENT REJECTION REASON(S)

The Registrar General's Department is unable to accept this document for the following reason(s):

- 1 CERTIFICATE TITLE - COT REFERENCE INCORRECT

ADDITIONAL DOCUMENTS:
Memorandum of Transfer

NOTE
This letter MUST accompany the instrument upon re-lodgement.
Caveats MUST be re-lodge within one (1) month from date hereof.
All other Instruments MUST be re-lodge within three (3) months from date hereof.
Documents returned after the prescribed time MUST be re-registered.

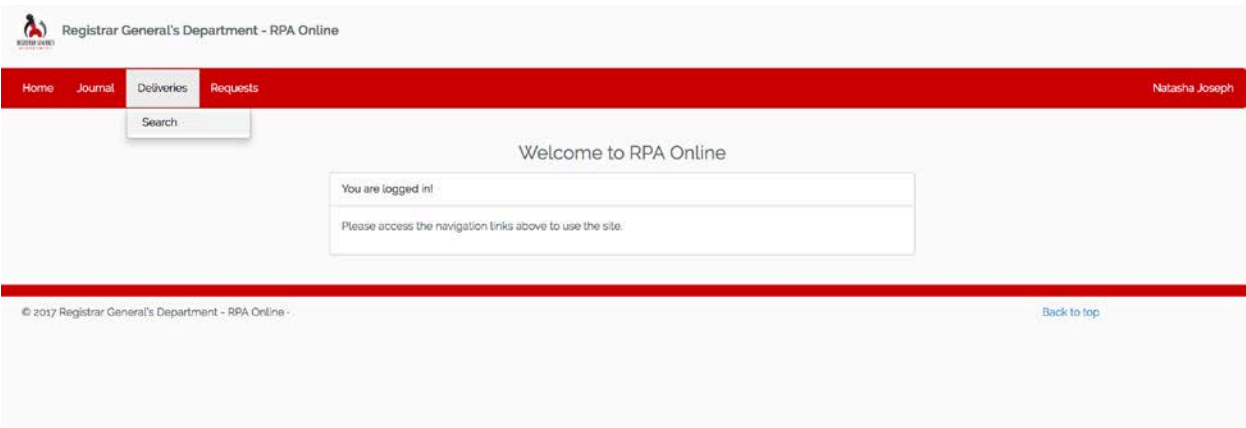
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DELIVERY BOOK

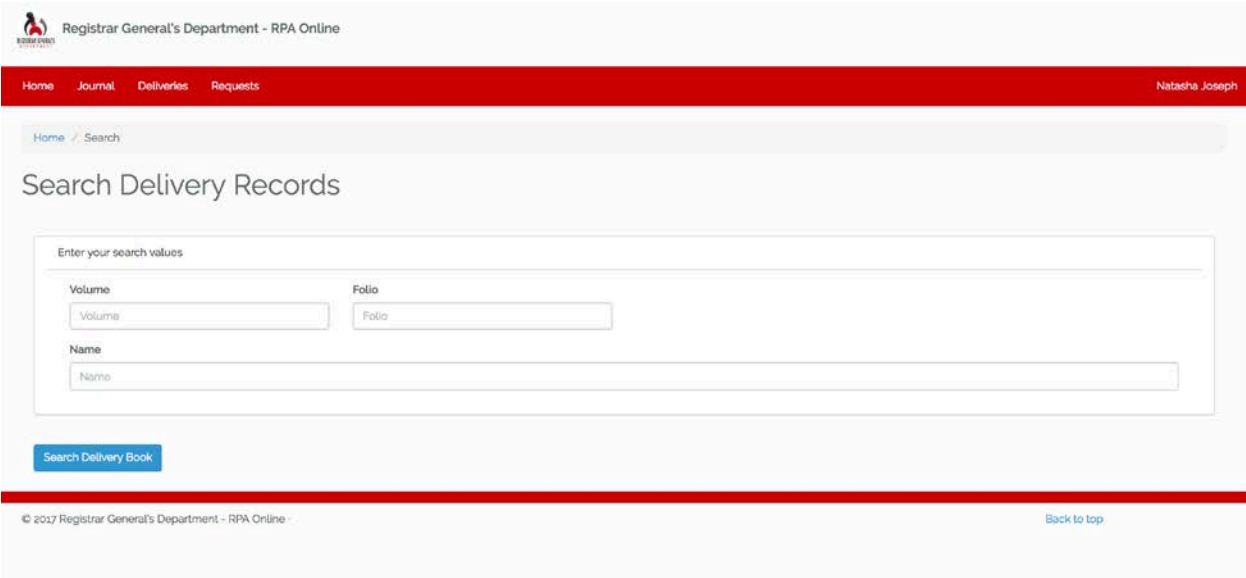
The Electronic Delivery Book records the names of persons who have withdrawn Certificates of Title from the Registrar General’s Department and facilitates searches with three key fields, volume, folio and name.

Delivery Book Search

To access the delivery book search form, first go to the Deliveries link in the menu and click on the Search link




Searches can be performed with one or any combination of the fields available in the form. Enter your required search values in the form and then click the Search Delivery Book button.



Results for your search will be displayed on the search results page with a full detailed listing of the entry shown.

To perform a new search click the Search link above in the navigation bar.

 Registrar General's Department - RPA Online

Home Journal Deliveries Natalia Joseph

Home / Search / Search Results

4 Delivery Records found

Name	Date	Volume	Folio	Acreage	Signature	Ward	Document
1: D FARMERS CO LTD	06/02/2006	4312	143	3 ACRES	R. N. KOWLESSAR ATTORNEY AT LAW	Cunupia	Certificate Of Title
2: D FARMERS CO LTD	08/23/2006	4312	143	REM PORTION	M. CHADEE FOR R. KOWLESSAR (ATTORNEY)	Cunupia	Certificate Of Title
3: D FARMERS CO LTD	09/29/2006	4312	143	REM PORTION	FOR RONALD N. KOWLESSAR ATTORNEY AT LAW	Cunupia	Certificate Of Title
4: D FARMERS CO LTD	03/07/2002	4312	143	3A	DALTONS	Cunupia	Certificate Of Title

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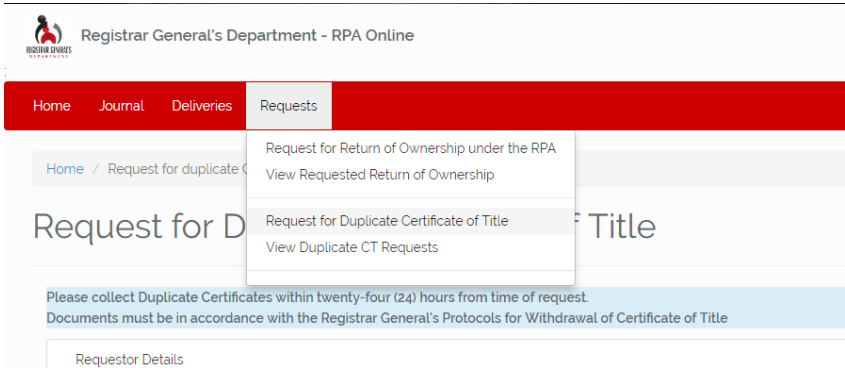
REQUEST FOR WITHDRAWAL OF DUPLICATE CERTIFICATE OF TITLE

Request Form

The Request for Duplicate Certificate of Title form can be accessed by **registered** users of the service.

Registered Users

Registered users can access the link through the **Requests** link to the top of the page which will direct you to the **Request for Duplicate Certificate of Title** link, to access the form.



Submit Request

Fill in the information as required on the Request for Duplicate Certificate of Title form and click the **Submit Request** button to the bottom of the page.

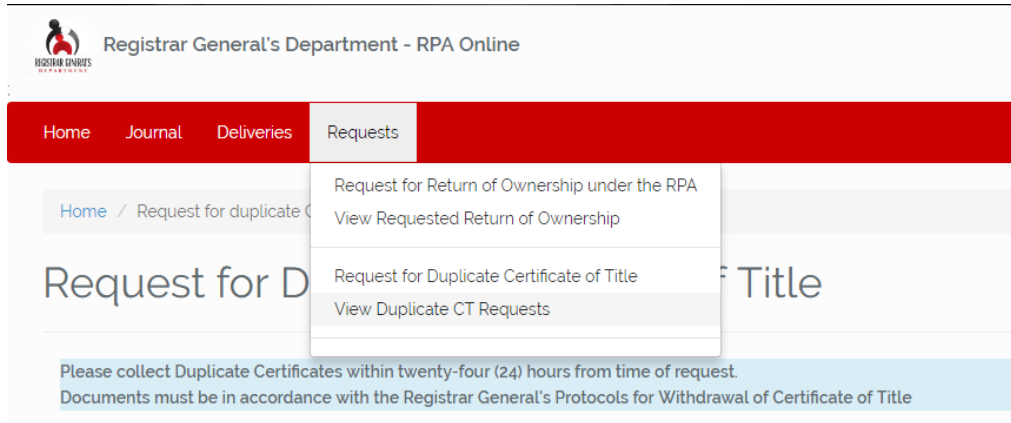
The screenshot shows the 'Request for Duplicate Certificate of Title' form. At the top, there is a navigation bar with 'Home', 'Journal', 'Deliveries', and 'Requests' links, and the user name 'Natasha Joseph'. Below the navigation bar, the page title is 'Request for Duplicate Certificate of Title'. A blue banner contains the text: 'Please collect Duplicate Certificates within twenty-four (24) hours from time of request. Documents must be in accordance with the Registrar General's Protocols for Withdrawal of Certificate of Title'. The form is divided into two main sections: 'Requestor Details' and 'Certificate of Title'. The 'Requestor Details' section includes three input fields: 'Applicant Name', 'Contact No.', and 'E-Mail'. The 'Certificate of Title' section is a table with three columns: 'Volume', 'Folio', and 'Name of Person Collecting'. Each column has three input fields for data entry.

Once submitted successfully, a confirmation message will be displayed at the top of the page.

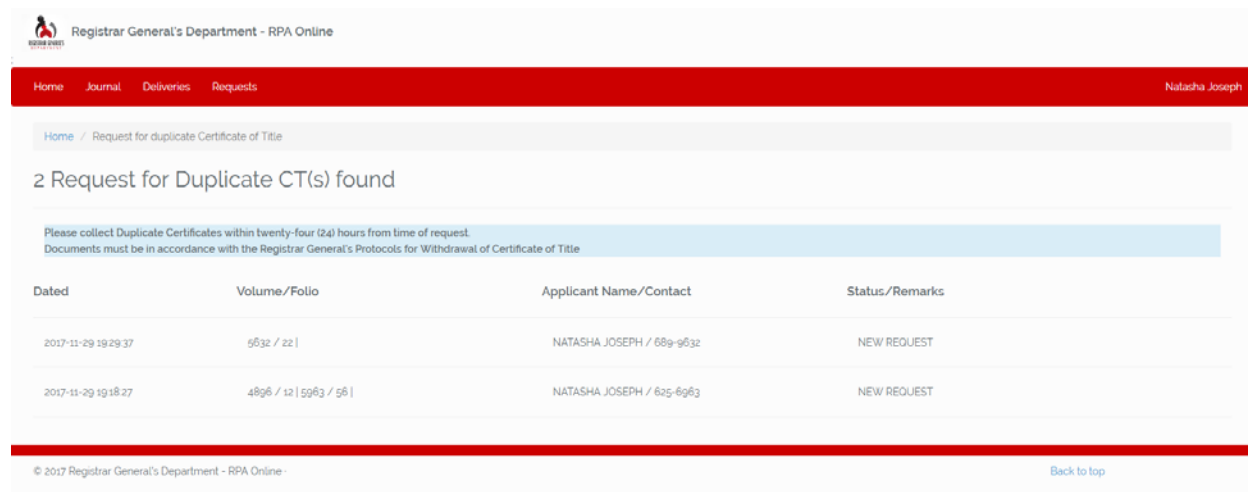
The screenshot shows the 'Request for Duplicate Certificate of Title' page after a successful submission. A green banner at the top displays the message: 'Your request for duplicate certificate of title has been submitted'. Below the banner, the navigation bar and page title are the same as in the previous screenshot. The blue banner with the collection instructions is also present. The form fields are now empty, indicating that the submission process is complete.

View Request

Registered users have the ability to see submitted requests and view the status to monitor completion. Click the **View Duplicate CT Requests** link under the **Requests** link.



A summary of your request and status of your application will now be displayed.



REQUEST FOR RETURN OF OWNERSHIP UNDER THE RPA

Request Form

The Request for Return of Ownership under the RPA can be accessed by **registered** and **un-registered** users of the service. Registered users are, however, able to view the status of their request.

Un-registered Users

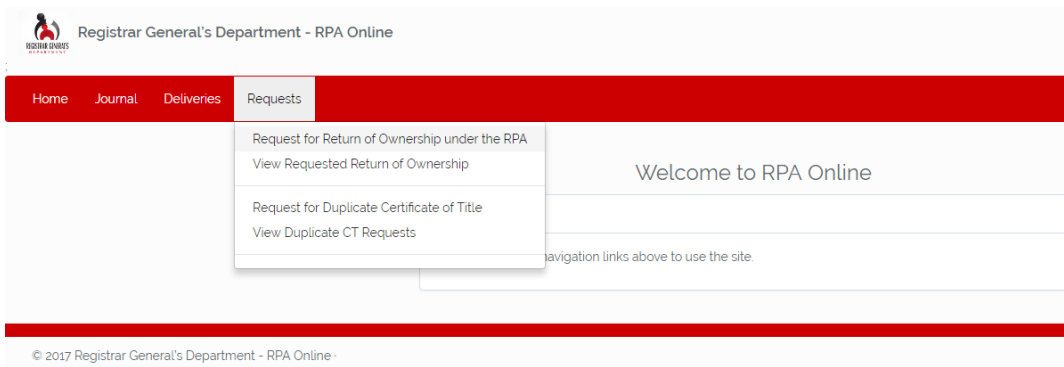
Request for return of ownership under the RPA can be accessed on the login page by un-registered users. Click the **Requests** link to the top of the page which will direct you to the **Request for Return of Ownership under the RPA** link, to access the form.

Unregistered users can click here

The screenshot shows the Registrar General's Department - RPA Online website. The top navigation bar is red and contains links for Home, Requests, Login, and Register. A dropdown menu is open under the Requests link, showing the link 'Request for Return of Ownership under the RPA'. A blue arrow points from the text 'Unregistered users can click here' to this link. The main content area shows a login form with fields for E-Mail Address and Password, a 'Remember Me' checkbox, and 'Login' and 'Forgot Your Password?' buttons. The footer contains the copyright notice '© 2017 Registrar General's Department - RPA Online - Manual' and a 'Back to top' link.

Registered Users

Logged in users can access the link by clicking the **Requests** link to the top of the page which will direct you to the **Request for Return of Ownership under the RPA** link, to access the form.



Submit Request

To submit your request, please fill in the required information indicated on the request form, then click the **Submit Request** button to the bottom of the page.

Home / Request for return of ownership under the RPA

Request for Return of Ownership under the RPA

Please collect Return of Ownership in five (5) working days.

Applicant Details

Date: Contact No.:

Applicant Name:

E-Mail:

Certificate of Title

Volume No.: Folio No.:

From:

To:

Once submitted successfully, a confirmation message will be displayed at the top of the page.

Registrar General's Department - RPA Online

Home Journal Deliveries Requests Natasha Joseph

Your request for return of ownership under the RPA has been submitted.

Home / Request for return of ownership under the RPA

Request for Return of Ownership under the RPA

Please collect Return of Ownership in five (5) working days.

Applicant Details

Date: Contact No.:

Applicant Name:

View Request

Registered users have the ability to see submitted requests and view the status to monitor completion. Click the **View Requested Return of Ownership** link under the **Requests** link.

Registrar General's Department - RPA Online

Home Journal Deliveries Requests

Home / Request for duplicate C

2 Request for Du

Please collect Duplicate Certificates within twenty-four (24) hours from time of request. Documents must be in accordance with the Registrar General's Protocols for Withdrawal of Certificate of Title

Dated Volume/Folio Applicant Name/Contact

- Request for Return of Ownership under the RPA
- View Requested Return of Ownership
- Request for Duplicate Certificate of Title
- View Duplicate CT Requests

A summary of your request and status of your application will now be displayed.

Registrar General's Department - RPA Online

Home Journal Deliveries Requests Natasha Joseph

Home / Request for return of ownership under the RPA

1 Request for Returns(s) found

Please collect Return of Ownership in five (5) working days.

Dated	Volume	Folio	From	To	Applicant Name/Contact	Status/Remarks
2017-11-09 00:00:00	4598	63	NATASHA	JOSEPH	NATASHA JOSEPH / 659-5986	NEW REQUEST

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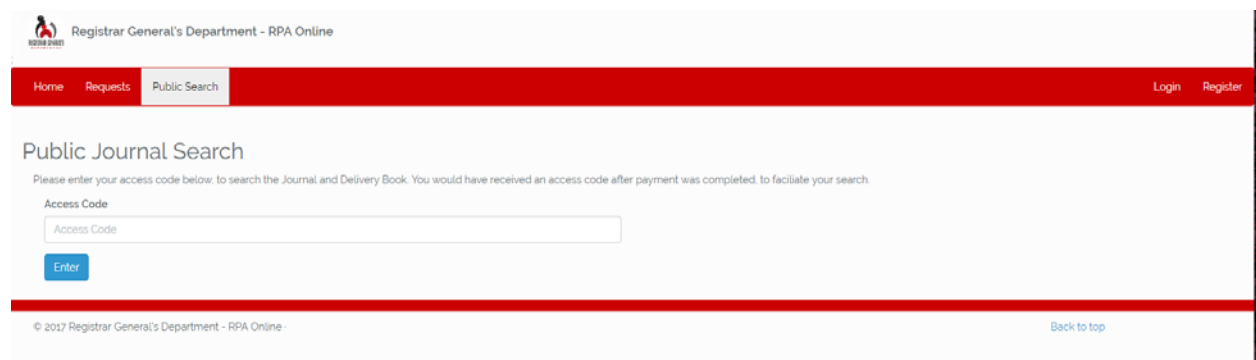
PUBLIC SEARCH

Members of the public are also able to electronically search the Journal and Delivery Books at any of the Registrar General's Department offices.

Access

To access the public search feature, first make payment for the requisite fee at the Cashier at the Registrar General's Department. After payment, an access code can be collected at the RPA counter or the Land Registry counter. You can then proceed to the search room.

Click the **Public Search** link in the menu in order to enter your access code. Enter your access code and click the **Enter** button.



The screenshot shows the 'Public Journal Search' page. At the top, there is a navigation bar with 'Home', 'Requests', and 'Public Search' (highlighted). On the right, there are links for 'Login' and 'Register'. Below the navigation bar, the page title is 'Public Journal Search'. A message reads: 'Please enter your access code below, to search the Journal and Delivery Book. You would have received an access code after payment was completed, to facilitate your search.' There is a text input field labeled 'Access Code' and a blue 'Enter' button. At the bottom of the page, there is a copyright notice '© 2017 Registrar General's Department - RPA Online' and a 'Back to top' link.

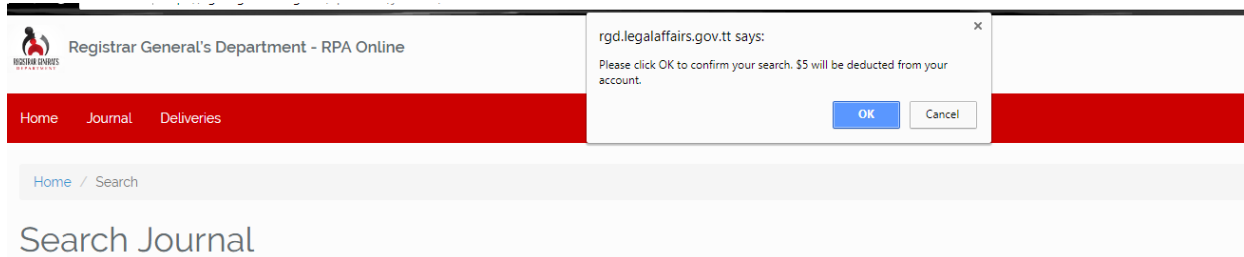
Once you have entered your code successfully, you will be presented with the Journal search page. Use the navigation to go to the relevant search form for Journal or Delivery Books.



The screenshot shows the 'Search Journal' page. At the top, there is a navigation bar with 'Home', 'Journal', and 'Deliveries'. On the right, there are links for 'Balance: \$0' and 'Guest Account'. Below the navigation bar, there is a breadcrumb trail 'Home / Search'. The page title is 'Search Journal'. There is a search form with three input fields: 'Incoming CT Ref.', 'CT Ref Volume', and 'CT Ref Folio'.

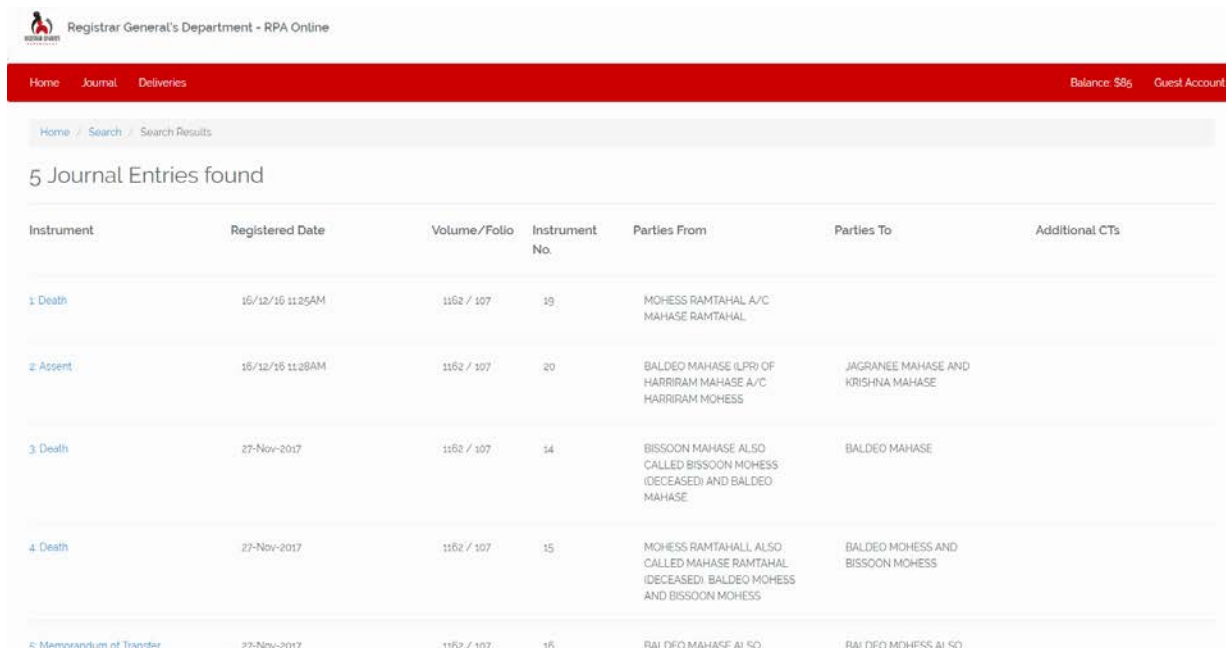
Searching

Enter your search value in either the Journal or Delivery Book form then click the **Submit Journal** (or **Submit Delivery**) button to perform the search. A confirmation box will be displayed indicating the amount to be deducted for your search. Click OK to proceed or Cancel.



The screenshot shows the Registrar General's Department - RPA Online interface. A confirmation dialog box is displayed over the main content area. The dialog box text reads: "rgd.legalaffairs.gov.tt says: Please click OK to confirm your search. \$5 will be deducted from your account." There are "OK" and "Cancel" buttons in the dialog box. The main interface shows a navigation bar with "Home", "Journal", and "Deliveries" links. Below the navigation bar, there is a search bar with "Home / Search" and a heading "Search Journal".

After clicking OK, your search results will be displayed and the requisite fee will be deducted. For Journal searches, click the Instrument name for further details. To return to your current search results, click the Back button in your browser.

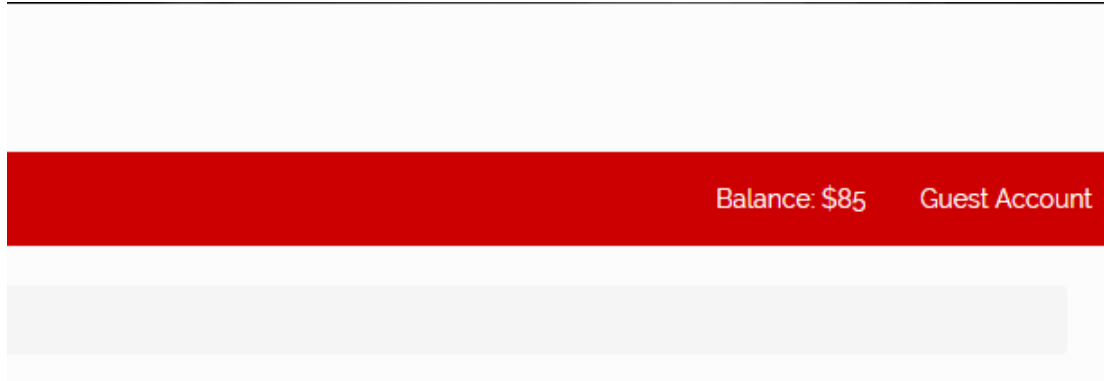


The screenshot shows the Registrar General's Department - RPA Online interface displaying search results. The navigation bar includes "Home", "Journal", "Deliveries", "Balance: \$85", and "Guest Account". The search results are displayed under the heading "5 Journal Entries found". The results are presented in a table with the following columns: Instrument, Registered Date, Volume/Folio, Instrument No., Parties From, Parties To, and Additional CTs.

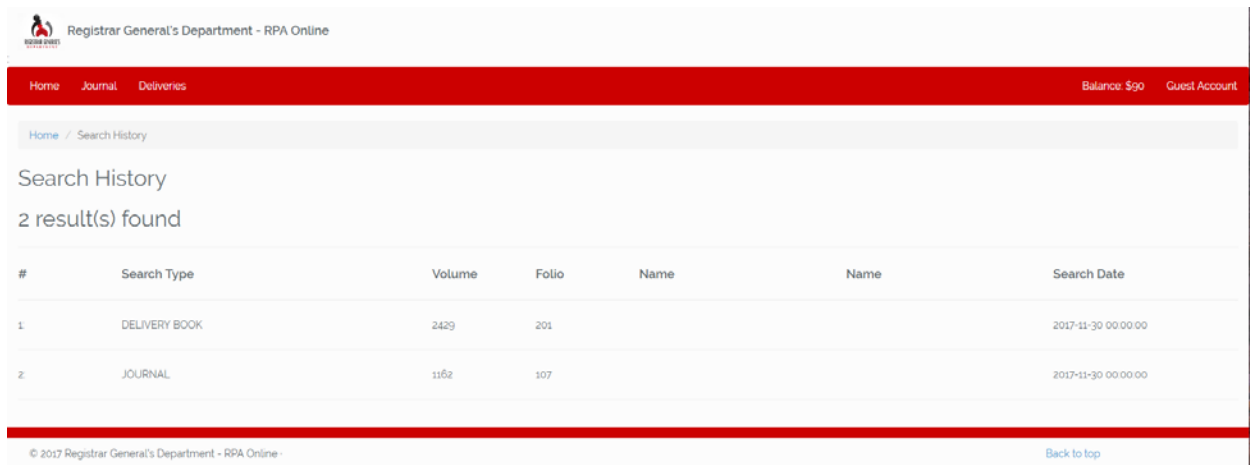
Instrument	Registered Date	Volume/Folio	Instrument No.	Parties From	Parties To	Additional CTs
1 Death	15/12/16 11:25AM	1162 / 107	19	MOHESS RAMTAHAL A/C MAHASE RAMTAHAL		
2 Assent	15/12/16 11:28AM	1162 / 107	20	BALDEO MAHASE (LPR) OF HARRIRAM MAHASE A/C HARRIRAM MOHESS	JAGRANEE MAHASE AND KRISHNA MAHASE	
3 Death	27-Nov-2017	1162 / 107	14	BISSOON MAHASE ALSO CALLED BISSOON MOHESS (DECEASED) AND BALDEO MAHASE	BALDEO MAHASE	
4 Death	27-Nov-2017	1162 / 107	15	MOHESS RAMTAHAL ALSO CALLED MAHASE RAMTAHAL (DECEASED) BALDEO MOHESS AND BISSOON MOHESS	BALDEO MOHESS AND BISSOON MOHESS	
5 Memorandum of Transfer	27-Nov-2017	1162 / 107	16	BALDEO MAHASE ALSO	BALDEO MOHESS ALSO	

Account Balance & History

Your current account balance is displayed to the top right corner of the screen. As fees for searches are deducted, the balance is updated automatically.



Your search history can be viewed by clicking your account balance, upon which a summary of your search values will be displayed.



TECHNICAL ISSUES

Technical problems with the web application can be reported to the IT department of the Registrar General's Department for further investigation.

Contact

624-1660 or 623-7163 (ext 3127)

Please indicate you are calling with regards to the RPA Online application in order for your call to be directed.