INSTRUCTIONS - Tangible Property Search

Topic Links - Click a link below to jump to a particular topic, or scroll to view all content.

- Property Search Page – [How to find the Property Search page](#)
- Search for Records – [How to search for tangible property records](#)
- AutoComplete – [How to use the AutoComplete option list](#)
- Help – [How to get help entering search criteria](#)
- Single Search Only – [How to enter tangible property search criteria](#)
- Property Details – [How to view details about a specific property](#)
- Document Links – [How to access Print, Plat, Drawing, TRIM, Taxes, etc.](#)
**Property Search Page:** The Property Search page is accessible as follows:

**Menu:** The menu is available on every page and contains links to all website content.

![Menu Image](image1.png)

**Slider:** The navigation slider is available on every page and contains links to our most popular pages.

![Slider Image](image2.png)

**Home Page** ([www.BCPAO.us](http://www.BCPAO.us)):

![Home Page Image](image3.png)

**Footer:** The Footer is available at the bottom of every page and provides links to a few of our common pages as well as links to other websites including city, county, state, and federal agencies not affiliated with BCPAO:

![Footer Image](image4.png)
Tangible Property Search Instructions

Search for Records: Our new Tangible Property Search enables you to search our records by entering criteria for a single search option. There is no need to enter more than a single search option because each available search type already uniquely identifies tangible personal property records. Enter criteria in any ONE input field, and then click the corresponding Search button:

![Search Interface]

AutoComplete: If you pause when entering text in the input field, a list of options opens (similar to Google, Bing, Yahoo, etc.). You can select an option from the list, or ignore the list and enter your own text. You can also shut off AutoComplete by unchecking the Show AutoComplete checkbox.

![AutoComplete Interface]
**Help:** If you need help entering your search criteria, click Help to open a tool panel with instructions:

![Parcel ID search screen](image)

**NOTE:** The Long PID format is no longer used by BCPAO's internal systems and is only included here for your convenience. Please use the Short PID format whenever possible.

**Single Search Only:** Tangible Property Search only searches by one input field at a time. If search criteria are entered into more than one input field, Tangible Property Search will not remove it, but only the active input field will be used in your search. To search by a given criterion, click inside the input field to active the corresponding Search button.

![Tangible Property Search screen](image)
Property Details: If your search resulted in more than one record found, the Results tab will list your search results with basic information. Click any row in the Results grid to view more details about that account (if only one record was found, the Details tab opens automatically):

![Image of property details grid]

Document Links: The Details contains links to Print, TRIM, Taxes, etc.

![Image of property details with links]

The Prev and Next buttons load property details for the previous or next property based on the account number. For example, if the current account is 9999901, clicking the Next button will load details for 9999902 (or the next available account) in numeric order. The Email link enables you to send a link of the current property Details page through your device’s default email application (if one is available).

Please contact us if to report any issues, or if you need further assistance with our website.

View MapView Instructions
View EagleView Instructions
View Real Property Search Instructions