# **Location Search and Report**

Location Search and Report allows you to gather information about an address and subjects that live at, or around, the residence.

Our proprietary database combines data from hundreds of sources to create the most comprehensive collection of information about people and addresses in the United States.

You can search location using the following criteria:

- Street Address
- City
- State
- Zip

# **Quick Start**

To find a record, search by Street Address, City, State and Zip.

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# **Results Display**

Initial Results include Street Address, City, State & Zip. Click *Further Research* to access the Location Report.

Report Results Include:

Address Name, Address & Phone

**Possible Owner of Address** 

Name, Address & Phone

**Name, Address and Phone** DOB, age, gender, height, weight, hair color, eye color, Address & Phone

### Criminal

Offense State, Source, Offense Date & Offense

# Sex Offenses

Name (DOB, height, weight, race, address), Offense & Offender Status

#### **Concealed Weapons**

Name (gender, DOB, ethnicity), Address, Permit State, Permit Number & Expiration Date

#### Hunting/Fishing Licenses

Name, SSN, Address, License Type, State & Issue Date

#### Vehicles

Description, Registrant (name and address), VIN & Tag

#### **Possible Relatives**

Name, DOB, Address & Phone

**Possible Associates** Name, DOB, Address & Phone

**Hunting/Fishing Licenses Associated to Address** (registered to the address, but not held by current resident) Name, SSN, Address, License Type, State, Issue Date

**Vehicles Associated to Address** (registered to the address, but not owned by current resident) Description, Registrant (name and address), VIN & Tag

**Possible Vehicles near Address** Description, Registrant (name and address), VIN & Tag

### **Possible Other Occupants at or near Address** Name(s), Address & Phone

**Possible Businesses at or near Address** Business Name, Address & Phone

**Possible Criminal Records near Address** Name, DOB, Address, Offense State, Source & Case Number

**Possible Sex Offenses near Address** Name (DOB, height, weight, race, address), Address, Offense & Offender Status

**Possible Concealed Weapons near Address** Name (gender, DOB, ethnicity), Address, Permit State, Permit Number & Expiration Date

**Possible Hunting/Fishing Licenses near Address** Name, SSN, Address, License Type, State & Issue Date

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# **Too Many Records Found**

If your search returns the message "Too many records found", it means the search resulted in more than 1,000 records. Try narrowing the list of results by adding search criteria.

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# **Next Steps**

There are a few things you can do with the results records. You can copy/print/email one or all records, export the results list to Excel, and order reports.

### Copy/Print/Email the Record

To copy a record so you can paste it in another application:

- 1. Click the will icon to the most left of the record. The Record Utilities screen opens, with Quick Links box in the middle and the record information at the bottom in text format.
- 2. Highlight the record text and right click your mouse. Several options display.
- 3. Select Copy
- 4. Open the application where you want to store the record and paste the text.

To print/email a record:

- 1. Click the icon to the most left of the record. The Record Utilities screen opens, with Quick Links box in the middle and the record information at the bottom in text format.
- 2. From the Quick Links box, select either Print or Email.
- 3. If you select Print, your printer box will open up, from where you can print the selected record. If you select Email, your default email application will launch, with the record information auto populated in the content area. Just enter the recipient's email address and send the email.

To copy/print/email all records on the list:

- 1. Click the All link on top left. The Record Utilities screen opens, with Quick Links box in the middle and all the records information at the bottom in text format.
- 2. Copy/Print/Email the records as indicated above.

## Export the Results List to Excel

Make sure you have Excel installed on your computer. If not exporting is not an option.

- 1. Click the Export to Excel link on the top or bottom right of the results list. The Download box pops up.
- Check one of the two radio buttons to choose to download the records on the first page (records 1 to 25) or all of the records.
- 3. Click the Download button. The File Download prompt appears momentarily.
- 4. Click the Save button. The Save As dialog box displays with File name populated, and file extension as .csv (which is Excel compatible).
- 5. Accept the default File name or change it to another name as desired.
- 6. Click the Save button again.

You can later open the .csv file in Excel and then save it as an .xlsx file.

### **Order Reports**

You can order a Location Report, which returns people/businesses that are currently or historically associated with the address. Click the report link or icon on the right of a record. The report populates the page in a matter of seconds.

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