

# Historic Records Request

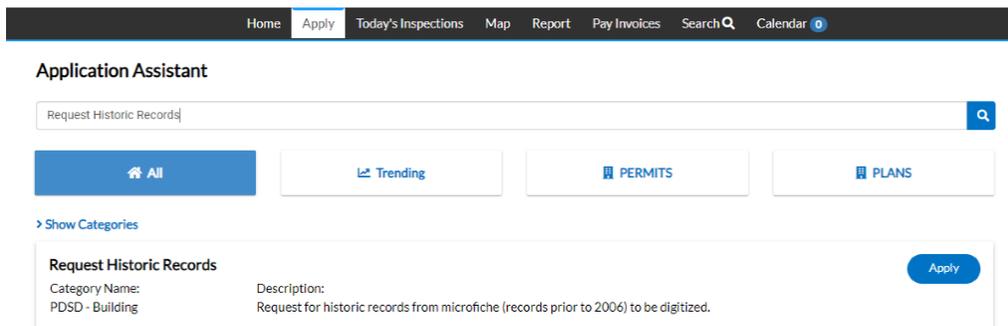


Customers should log into TDC Online (<https://tdc-online.tucsonaz.gov/>) and create an account if they have not already done so.

Once logged in, customer can go to "APPLY" from the middle menu bar.

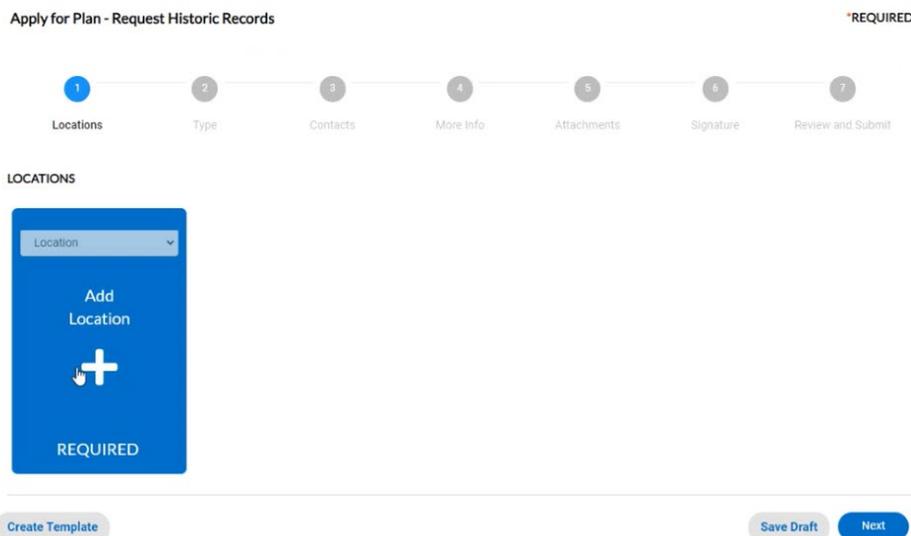
In the search bar, customer can type in "Historic Record".

Click APPLY.



## STEP 1: LOCATIONS

- Click "Add Location"



- Type in property address under "ADDRESS INFORMATION" and click search. DO NOT USE ANY PUNCTUATION!  
*NOTE: Customer must request a new records request for every address.*
- A list of addresses will populate at the bottom of the screen. Click "add" next to the address they are searching.

Dashboard Home Apply My Work Today's Inspections Map Report Pay Invoices Search Q Calendar 1

← Back to Application

Add Location

Address Parcel

Add Address As Location

Search

Address Information

Search 123 N 1ST AV

Address	Action
123 N 1ST AV TUCSON, AZ, 85719	Add
1233 N 1ST AV TUCSON, AZ, 85719	Add
1239 N 1ST AV TUCSON, AZ, 85719	Add

- This will return customers back to "Step 1: Locations" screen
- CLICK NEXT in the bottom right corner

## STEP 2: TYPE

- Plan details screen will load
- PLAN TYPE: Request Historic Records
- Description: Enter what documents they are searching for in the description box
- CLICK NEXT in the bottom right corner

Apply for Plan - Request Historic Records \*REQUIRED

Locations Type Contacts More info Attachments Signature Review and Submit

PLAN DETAILS

\* Plan Type Request Historic Records

\* Description

Back Create Template Save Draft Next

### STEP 3: CONTACTS

- Click ADD CONTACT
- Fill in contact information for the customer
- CLICK NEXT in bottom right corner

### STEP 4: MORE INFO

- No additional information is needed. Click NEXT in the bottom right corner.

### STEP 5: ATTACHMENTS

- No attachments are needed. Click NEXT in the bottom right corner.
- Do not to submit any documents when making a request.

### STEP 6: SIGNATURE

- Type in your name in "consent to electronically sign this application" box
- Toggle on the "enable type signature" feature
- Type in the signature they would like to use
- CLICK NEXT in the bottom right corner

Apply for Plan - Request Historic Records \*REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

\* Please type your name as consent to electronically sign this application.

Enable Type Signature 

Clayton Trevillyan  
October, 14 2022

X Draw Signature Here

### STEP 7: REVIEW AND SUBMIT

- Review all items for accuracy
- CLICK SUBMIT

A new **PLAN NUMBER** (activity number) will populate at the top of the screen. You will be able to use this number to look up attachments once they're loaded. This is the same as using a historic number or activity number to search on Property Research Online (PRO).