

# HLRV Fundamentals:

## Session 3: Torrens Title Records Step by Step



**Note:** This guide will be suitable for most Torrens title deed searches but there are always exceptions. Follow this step-by-step closely otherwise you may not get the results you seek. We've included some tips and guides at the end. You can also send an inquiry to our [Ask-A-Librarian](#) service. We can give you guidance but cannot undertake your research.

### 1. The Torrens Title Register (1863-1961)

This is a guide to finding Torrens title certificates on the HLRV. To do so you will need to find the volume-folio number (vol-fol). To do so through the NSW Land Registry Services portal, please consult attached guides to searching the portal.

#### 1.1 Go into the HLRV website

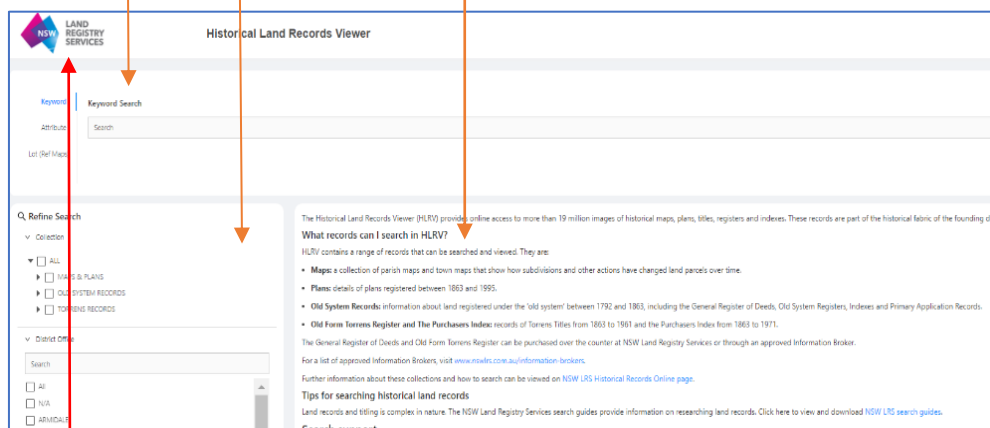
at <https://hlrv.nswlrs.com.au/> and accept the terms and conditions, or if you have already been searching in HLRV, clear your previous search by clicking on the Land Registry Services icon on the top left of the screen on the search page of HLRV.

The screen is divided into 3 parts:

1: Keyword search (Attribute search)

2: Refine Search (List of collections in HLRV)

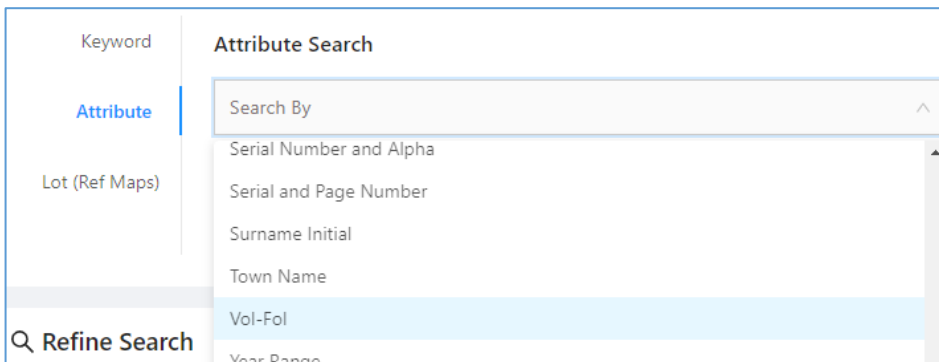
3: Instructions (Search results appear here)



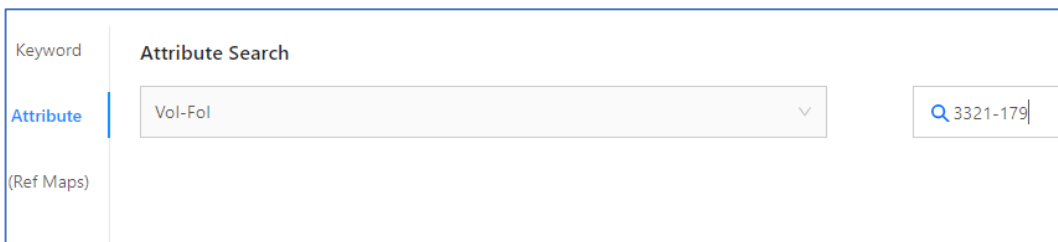
**Tip:** Click the **LRS icon** to clear your old results when starting a new search.

## 1.2 Enter vol-fof

1. From the home page, select "Attribute" to access the list of attributes from the drop down menu.
2. Select "vol-fof".

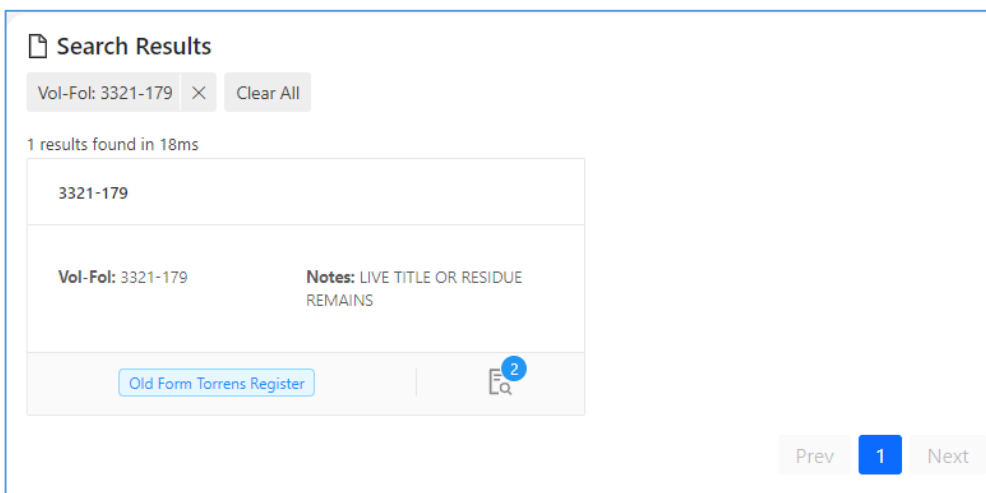


3. Enter vol-fof into the search bar.



## 1.3 View Title Certificate

1. In the search results box, select the page icon with a blue numbered circle (the number refers to how many pages are in the document).



2. View Title certificate.

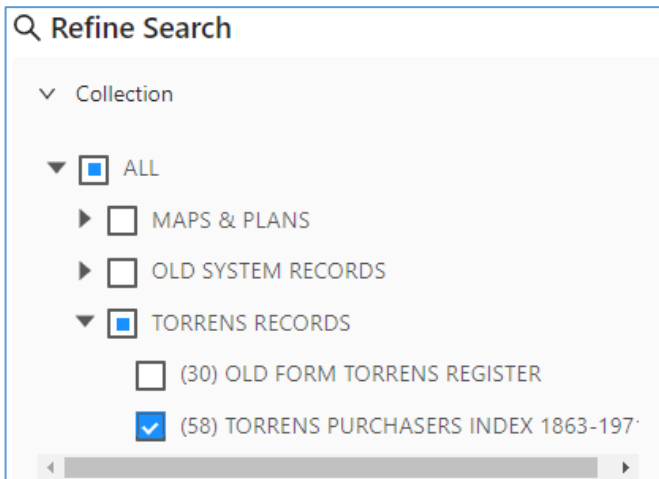
**Note:** Please consult title certificate anatomy included in this handout.

## 2. The Torrens Purchaser's Index (1863-1971)

The Torrens Purchaser's Index can be used when you know the name of the purchaser, and an approximate date, but do not know the exact location and/or title reference of the land.

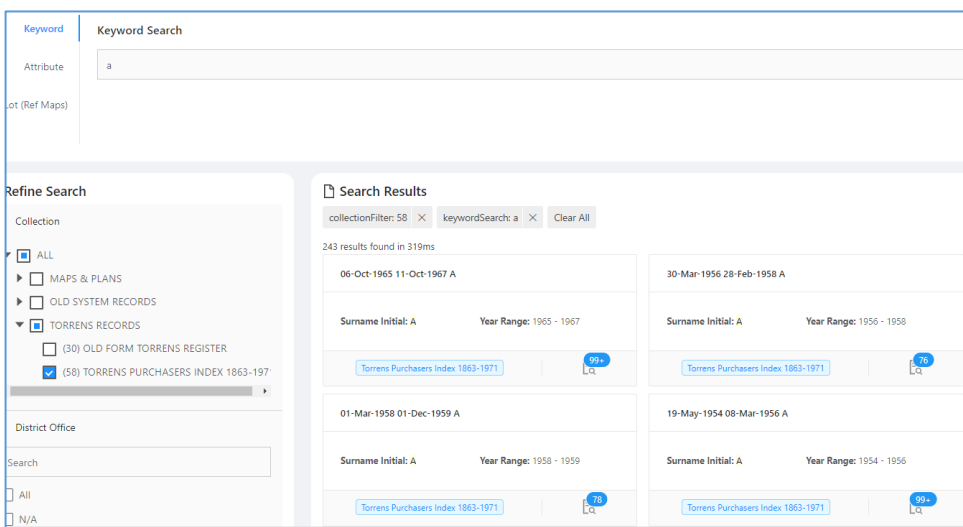
### 2.1 Select the Torrens Purchaser's Index

1. Using the "Refine Search" menu, expand the Torrens record set by clicking on the black triangle.
2. Select "Torrens Purchasers Index 1863-1971".



### 2.2 Select surname initial and date

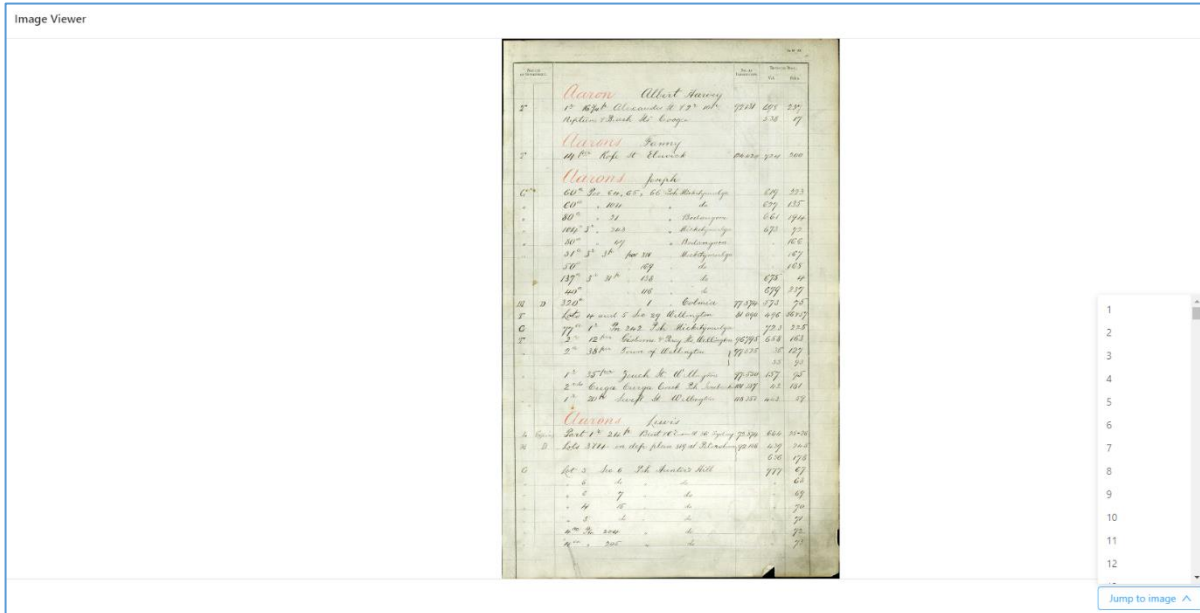
1. In the search bar at the top of the page, enter the first surname initial of the person you are interested in.
2. Find the correct date range and select the page icon with a blue numbered circle.



## 2.3 View purchaser's index

1. Inside the image viewer, navigate to the correct page (of alphabetical listings) by either selecting the right arrow icon at the top left of the viewer, the preview thumbnails at the bottom of the viewer, or (pictured), the “Jump to Image” menu.

**Note:** Finding the correct page is a process of trial and error.



3. Find the correct title reference by looking at the name of the purchaser as well as the location and extent of land.

4. Obtain the title reference by looking at the volume and folio columns at right.

**Note:** The “No. of instrument” reference is a dealing number, which can also be found in the stamped dealings section on Torrens Title certificates. The full document that the instrument number relates to can be purchased from the NSW Land Registry Services.

NATURE OF INSTRUMENT.		No. OF INSTRUMENT.	REGISTER BOOK.	
			Vol.	Folio.
7'	<i>Arnold Elizabeth Julia</i> lot 40 Sec 1 + lot 20 Sec 2 on dep plan 1160 Psh Armidale	77250	690	1140

### 3. Primary Applications

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A primary application is an application made to convert Old System land to Torrens Title. Included on HLRV are the working books used in the conversion process, but not the primary application packet, which can be accessed at NSW State Archives & Records (see section 3.4).

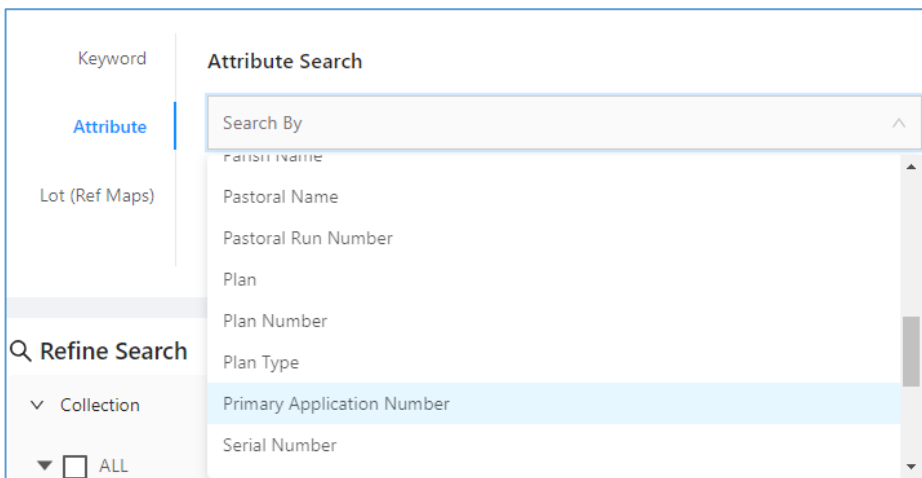
#### 3.1 Find primary application number

There are a number of places to find the Primary Application number. These include (but are not limited to):

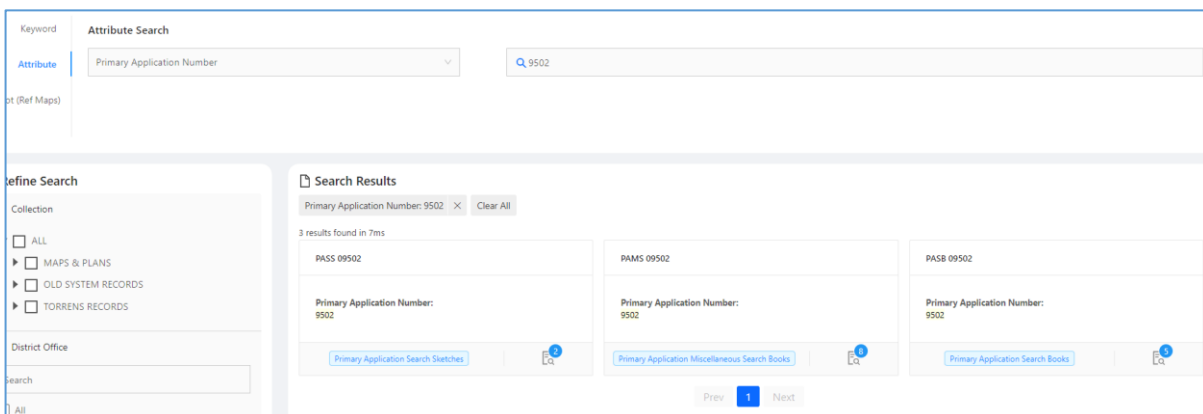
- Torrens Title certificates
- Deposited plans
- Parish maps
- Various other maps and plans on HLRV
- Via a name search at NSW State Archives and Records

#### 3.2 Enter primary application number

1. From the home page, select “Attribute” to access the list of attributes from the drop down menu.



2. Select “Primary Application Number” and enter number into the search bar.



### 3.3 Primary application search, sketch & miscellaneous books

1. Select the page icon with a blue numbered circle to access each of the search, sketch and miscellaneous.

**Note:** Not all three sets will always be present.

2. Scroll through each page of the set to complete your research. Useful information to look for includes the following:

- Names and dates of grants and purchases
- Maps of the area in question and surrounding area
- Old System Book-Numbers
- Old System Title deeds
- Primary Application numbers and vol-fols from adjoining/nearby land
- Descriptions of land use and history

### 3.4 Primary application packets (NSW State Archives & Records)

The primary application packets, which include official records and documentation involved in converting land from Old System to Torrens title, as well as correspondence between land owners and the Department of Lands, are not available on HLRV, but must be viewed in person or ordered from NSW State Archives & records. Please consult the [Primary Application Packets Guide](#) available on the NSW State Archives & Records website.

## ANATOMY OF A TORRENS TITLE CERTIFICATE

**Note:** Format and included information on a title certificate will vary based on when issued and the history of the land in question.

