



Access Portal Instructions

Search for a Record

Without a Pinellas County Access Portal Account

STEP 1: Hover over **Advanced Search**, and a dropdown menu will appear.. Click **Search Record/Applications** and select the applicable module.

The screenshot shows the Pinellas County Access Portal homepage. At the top left is the Pinellas County logo and 'Access Portal' text. On the right, there are links for 'Announcements', 'Accessibility Support', 'Register for an Account', and 'Login'. Below this is a search bar with the text 'Search...'. A navigation menu contains links for 'Home', 'Building', 'Planning', 'Code Enforcement', 'Air Quality', 'Development Review Services', 'Environmental Management', 'Fertilizer', 'Utilities', and 'more'. The 'Advanced Search' link is highlighted in yellow, and a blue arrow points to it. Below the navigation menu, there is a 'Welcome to the Pinellas County Access Portal' section with text about online services and a 'LOGIN FORM' on the right. The login form has fields for 'User Name or E-mail' and 'Password', and a 'Login »' button.

STEP 2: Scroll down to the **General Search** section and search any of the following ways:

- **By Record #** - Enter full number (2906) or partial number followed by the percent sign (29%)
MUST INCLUDE THE APPLICABLE DATE RANGE
- **License Type**
- **License Number** Full number (ABC1234) OR Partial Number followed by the percent sign (ABC1%)
- **Address** – Less is more. Street # and Street Name or Partial Street Name followed by the percent sign (%).
It is not necessary to include City, State and Zip.
- **Parcel** – Digits only. No dashes or slashes

General Search

Record Number: <input type="text"/>	Record Type: <input type="text" value="--Select--"/>		
Project Name: <input type="text"/>			
Start Date: <input type="text" value="10/17/2018"/>	End Date: <input type="text" value="10/16/2020"/>		
License Type: <input type="text" value="--Select--"/>	License Number: <input type="text"/>		
First: <input type="text"/>	Last: <input type="text"/>	Name of Business: <input type="text"/>	
Street No.: <input type="text" value="From"/> - <input type="text" value="To"/>	Direction: <input type="text" value="--Select--"/>	Street Name: <input type="text"/>	Street Type: <input type="text" value="--Select--"/>