

Chapter 4

Ingens

User Guide for Eligibility Workers

Ingens User Guide

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Introduction

The Ingens interface provides on-line public access records for Alaska. The eligibility worker will use Ingens to confirm questionable information about resources, felony drug convictions, and domestic violence information.

The following areas are the most commonly used:

- DMV Records
- State Recorder's Office
- Property Records
- Criminal and Civil Court Cases
- Commercial Fishing Permits
- Commercial Fishing Vessels
- Business Licenses
- UCC Filings
- Occupational Licenses
- Aircraft Registration

Ingens may be used at application and each recertification/review if the eligibility worker believes there is questionable information.

The purpose of this guide is to provide basic reference materials to view commonly used screens to determine public assistance eligibility when the information provided by the client is questionable. The guide is not intended to replace the program and policy manuals. As a general rule the eligibility worker can use the information to identify questionable resources for DPA purposes. Information found in Ingens should not replace inquiries with the client.

Sign-On Instructions

Access Internet Explorer and go to www.ingens.com. There is also a link on the DPA web page. The sign-on screen will appear. Input the User Name, password and click on the **LOG IN** button.

User Name



Password



Log In



Click on the Begin Search button.

Begin Search



Welcome to Ingens

While in Ingens, the eligibility worker can review specific Alaska Databases or conduct a power search. It is preferable to conduct a power search.

The screenshot shows the Ingens Alaska website. At the top, a black navigation bar contains the user name 'Maria Celli-Miller', links for 'See Connect Time', 'logged in', and 'log off', a 'Change States' dropdown menu, and a 'Go' button. Below this is a purple header bar with 'Welcome to Ingens' on the left and a 'main menu' link on the right. The main content area has a dark blue header 'Ingens Alaska'. Below it are four links: 'Power Search!' (described as 'query 20 databases, over 85 million records in seconds!'), 'AnchorageMap', 'FairbanksMap', and 'MatsusMap'. A section titled 'Alaska Databases' follows, containing a two-column list of database links and their last update dates. Annotations include an arrow from 'Power Search' pointing to the 'Power Search!' link, and a bracket from 'Specific Alaska Databases' pointing to the 'Alaska Databases' section. A dark blue bar at the bottom of the content area says 'Use the Pull-Down Menu on the Upper Right to Change Your Settings'. The footer is a purple bar with 'Ingens™ rev 1.002 © Copyright 1997-2004 Public Knowledge Systems' on the left and 'help on this page - contact information' on the right.

Alaska Databases	
Aircraft Registration (national) - 13-May-04	Fishing/Hunting Licenses - 08-Jun-04
Anchorage Property - 07-Jun-04	Juneau Property - 24-Nov-03
Bankruptcies - 08-Jun-04	Kenai Property - 20-May-03
Business Licenses - 11-Jun-04	Mat-Su Property - 21-Apr-04
Commercial Fishing Permits - 09-Jun-04	Occupational Licenses - 11-Jun-04
Commercial Fishing Vessels - 10-Jun-04	Permanent Fund Applicants - 02-Jun-04
Corporations - 11-May-04	Pilots Registration (national) - 13-May-04
Court Cases (civil & criminal) - 03-Jun-04	Recorders Office (Statewide) - 11-Jun-04
DMV Records - 08-Jun-04	UCC Filings - 11-Jun-04
Fairbanks Property - 28-Jan-04	Voter Registration - 09-Jun-04

Note: The dates that appear after the Alaska Databases reflects the date the database was last updated for that particular source of information

Power Search

Use the client's name when conducting a power search. There are other navigational options at the top of the screen

- Log off – to exit from system
- Dropdown menu to select different options
 - New Search – takes the user to the power search screen
 - AK Menu – returns the user to the *Welcome to Ingens* screen
 - Disconnect – Log off

Search Criteria: Search on one of the following combinations.

Name Last: First:

OR

House Number (House Number portion of the address only)

Street Name (Street Name Only do not include E,W, or ST, etc.)

OR

PO Box

Zip Code (Use only in conjunction with a PO Box)

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The results of the power search will provide a list of all the database categories. Search results will list the name of the client and possibly other individuals with the same or a similar name. The eligibility worker must inquire about possible resources or information.

For example:

DMV Records						
Name	License #	Serial #	Make	Model	Year	Expire
WILLIAMS, ADAM ORON	BDA884	1R07G52142402	CHEV	MON	1975	06/1988
WILLIAMS, ADAM JAMES LEASK	ECV655	JT3HP10V3X7133387	TOYT	RAV	1999	07/2004
WILLIAMS, ADAM O'RON	BAE710	984396	DATS		1972	08/1987
WILLIAMS, ADAM O'RON	7163CF	1B7GD14P6CS268348	DODG		1982	09/1993
WILLIAMS, ADAM DUKE	CYA701	1NXAE09E5PZ071827	TOYT	COA	1993	04/2005
WILLIAMS, ADAM L	BUV271	1FABP22X2GK254145	FORD	TEM	1986	09/1990
WILLIAMS, ADAM DUKE	DLT394	1P3XP48KSLN230194	PLYM	REC	1990	10/2004

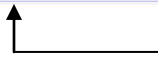
Document findings within the case notes (CANO).

If there are no records found using that name, Ingens will indicate it from the results of the search.

Aircraft (Filter: Alaska)
Aircraft: No records were found matching criteria

To access more information regarding a particular record, click on the blue-underlined link.

DMV Records						
Name	License #	Serial #	Make	Model	Year	Expire
DOE, JOHN	TESTER	SAMPLEVIN	FORD		1989	01/1998

 Click here to view details

DMV Records

This section contains information regarding vehicle registration, identification number, make & model, owner's name, address, and lien holder.

Joe User
Connected: 00:09:51
logged in
log off
New Search
Go

DMV Records
detailed report

Record Info

Date Last Changed 01/07/1997
Time Last Changed 937573

Last Action VI
Date Last Action 01/07/1997

Vehicle Description	License Data
Make FORD	Previous State AK
Model MUS	Number TESTER
Year 1989	Status C
Color 1 RED	State
Color 2	Country
Class Code 40	Date Replace N/A
Power Method	Certificate
Power Displace	Origination Number
Category Sub PK	Status Class
Prorate Code	Status Date N/A
ATC Code	Title
Axles N/A	Status 1
Tax Exempt N	Number 2570649
Fleet Number	Replace
Unit Fleet Number	Registration
Emission Control Y	Number D
Weight	Month Origin 1
Unladen 4000	Month Expire N/A
Unladen Method E	Year Expire 1998
Weight N/A	State 1998
Property Information	Tax Information
Heavy Vehicle Tax N	Date Due N/A
Odometer Code 98765	Amount Paid 0
Emission Number ATEST	Date Paid N/A
Month Last IM Certification December	Mailing Address
Year Last IM Certification 1997	Street SAMPLE STREET
Data Restricted	City ANCHORAGE
	State AK
	Country
	Zip 99501
	Date Change 01/31/1990
	Time Change 942499
	Residential Address
	Street SAMPLE STREET
	City ANCHORAGE
	State AK
	Country
	Zip 99501
	Date Change N/A
	Time Change N/A

Vehicle ID

Property ISN 0053206
Serial Number SAMPLEVIN
Serial Number Type Actual

Lien Holder Address

Street 123 SAMPLE STREET
City ANCHORAGE
State AK
Zip 99501
Country USA

Owner(s)

Search	Suffix	First Name	Middle Name	Last Name	Company	AND/OR
PS LS		MARY		DOE		
PS LS		JOHN		DOE		AND

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Common DMV Class Codes and Descriptions

- 10 Passenger
- 14 For Hire (taxi)
- 20 Motor cycle (personalized)
- 21 Motor cycle
- 45 Non-commercial pickup or van
- HH Disabled

State Recorders Office

The information is from the Alaskan Recorders offices. Recorder data tracks all property transactions between Grantors and Grantees. It contains all recorded documents for the State of Alaska, including plats, liens, deeds of trust, foreclosures, and judgments. Definitions on filing terms are on the next page.

Joe User

Connected: 00:09:51

logged in

log off

New Search

Go

AK Recorders Office

detailed report

Document Info

Serial #	91-001510	Index	M	Date	01-Apr-91	Time	10:27 AM
Office	101 - JUNEAU	Recorded At (phone)	JUNEAU (465-3449)	Book	00342	Page	789 (5 page)
Descript	D/TRUST 54055.00			Associated Doc			

Grantor

PS LS DOE JOHN L

Grantees

PS LS TIA

PS LS AFS&LA

Parcel Data

Apt	Tract	Lot	Block	Section	Twtn	Range	Mer	Plat	Survey
10								84-177	

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Definitions on filing terms are on the next page.

Definitions from the Recorders Office

Term/Name	Definition
Conveyance	The transfer of title to land. Includes most instruments by which an interest in real estate is created, mortgaged, or assigned.
Deed	A written instrument which, when properly executed and delivered, conveys title to real property.
Deed in Lieu of Foreclosure	A deed to real property accepted by a lender from a defaulting borrower to avoid the necessity of foreclosing proceedings by the lender.
Executor	A person named in a will to carry out its provisions as to the disposition of the estate of a deceased person.
Executor's Deed	A legal deed to real property given by an executor of an estate.
Grantee	The purchaser; the person to whom a grant is made.
Grantor	Seller of property; one who signs the deed.
Financing Statements	Forms, usually standard UCC-1 forms, which are required by Article 9 of the UCC to be recorded in a designated public location in order to perfect a creditor's lien in personal property collateral. The financing statement is used as a vehicle for public recording that establishes lien priority – it does not normally constitute the actual agreement between the secured party and the debtor.
Involuntary Lien	Lien imposed against property without consent of owner. Examples: taxes assessments, federal income tax liens, judgments, etc.
Legal Description	A written description by which property can be located definitely by reference to government surveys or approved recorded maps.
Lien	A charge or encumbrance upon property for the payment or discharge of a debt.
Mechanic's Lien	A lien created by statute for the purpose of securing priority of payment for the price or value of work performed and materials furnished in construction or repair of improvements to land, and which attaches to the land as well as the improvements.
Mortgagor	One who borrowed money on his property and gives a mortgage as security.
Promissory Note	The document signed by the borrower promising repayment of the loan showing the amount of monthly payments, interest rate, first payment date, last payment

	date, and the late charge and prepayment provisions
Quitclaim Deed	A deed used to remove clouds on title by relinquishing any right, title, or interest that the grantor may have.
Real Property	Land and whatever by nature or artificial annexation is part of it.
Reconveyance	The transfer of the title of land from one person to the immediately preceding owner.
Termination	The action taken by a secured party to end or give up its interest in collateral. For personal property collateral, a termination may be entered into the public record by using a standard form called a UCC-3.
Title	The rights of ownership.
Trust Deed	An instrument, which transfers (conveys) the bare legal title of a property to a trustee to be held pending fulfillment of an obligation, usually the repayment of a loan to a beneficiary.
Trustee	On who holds bare legal title to a property in trust for another to secure the performance of an obligation.
Trustor	The borrower of money secured by a trust deed. One who transfers his bare legal title to a trustee to be held as security until he has performed his obligation to a lender under terms of a note secured by a deed of trust.
Warranty Deed	A deed used to convey real property which contains warranties of title and quiet possession and the grantor thus agrees to defend the premises against a lawful claims of third persons.

Property Records

Property records come from various municipalities in Alaska, and are used to track tax assessments. Records contain different types of information depending on if the property is residential or commercial. Typical information included in this database is name, address, land value, improvements, building, and legal description. Property records are available in the following areas:

- Anchorage
- Mat-Su
- Fairbanks
- Juneau
- Kenai


Joe User Connected: 08/09/21 logged in log off New Search Go


Anchorage Property [detailed report](#)

Parcel ID 000910220 App 000 Card 01 of 01 Street Address 3868 SHANNON CIR

Landuse Residential 1-Family

Property Information

Vicinity Map 

Detail Map (click to open map application) 

Legal Description

LAKE OTIS PARK
BLK C LT 10

Owner

BERT & ERNIE

Address

3500 SEASAME ST
ANCHORAGE, AK 99508

Recorder's Office

Date 08/21/90
Book 2066
Page 0758
Flat [64-29 \(link\)](#)

Assessed Value

	Land	Building	Total
1998	\$ 30,000	\$ 91,300	\$ 121,300
1997	\$ 30,000	\$ 82,700	\$ 112,700
1996	\$ 30,000	\$ 86,800	\$ 116,800

Miscellaneous

Blue Book Page	Small Grid	Large Grid	Unit	Tax Dist
99	1733	50907		003

Zoning: R1 Living Units: 1 Lot Size: 10400 Ownership: 0 Leasehold: 0

Site Information

Level	Street Type	Traffic
Topography		Low
Utilities: Public Water	Access: Good	Wetlands
Public Sewer: N/A	Common Area: 0	Drainage: Good

Structure Information

Construction	Rooms	Heating	Fireplace
Style: Bi-Level	Total: 7	Type: Hot Water	Stacks: 0
Ext Wall: Wood	Bedroom: 3	System: Central	Opening: 0
	Rec Room: 0	Fuel: Natural Gas	Freestand: 0
	Full Bath: 2		

Quality

Grade	1/2 Bath	Condo	Year
Average	0		Build: 1965
Condition: Normal Wear & Tear	Addl Feature: 0 (not incl RR or bath)	Floor	Effect: 1965

Custom Description Fact: Average

Areas

Basement	1st Floor	2nd Floor	Attic	Basement Garage
936	1,016	0	0	0
Fin/Basmt: 936	1/2 Floor: 0	3rd Floor: 0	Recroom: 0	Total Living Area: 1,952

Site Information

Basement	1st Floor	2nd Floor	3rd Floor	Feature Area
-	Cov'd Open Porch	-	-	24
-	Attch/Blt-In Garage	-	-	240
-	Wood Deck	-	-	112
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-



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Criminal & Civil Court Cases


This information comes from the state court records. It contains all Criminal, Civil, Probate, and Small Claims information from the State of Alaska. The eligibility worker may review this section when information about felony drug convictions is questionable. Sometimes a case will show “dismissed when there has actually been a conviction. This is due to the case being dismissed in state court because it was passed on to the federal court. It may also be used to verify domestic violence convictions if needed to verify good cause. It is not necessary to check Ingens if the information provided by the client is not questionable.

Alaska Court

detailed report

Case Info (Case type Unknown)					
Case No. 3AN-02-00000CI0002		Case Type DOMESTIC VIOLENCE (CIVIL)			
Originating Ct 3PA	Court THIRD DISTRICT-PALMER		Date Filed 02/28/2002		
Civ Disposition CHANGE OF VENUE			Civ Close Date 02/28/2002		
Amount Non Trial			Award Amount Trial		
Attorney 1			Attorney 2		
Involved Parties					
Last	First	MI	DOB	Type	
 JEFFERSON	JANICE		03/02/1975	PETITIONER	
 MANNOR	BRANDON	B	09/01/1971	RESPONDENT	

Important Note: These records only indicate that a court case was filed. To find out the actual disposition of the case, you must contact the appropriate court. Be sure to have the case number, as this will assist the court's staff with finding the file.

Case Info					
Case No.	3PA-99-00680CR0001	Case Type	State (CRIMINAL)		
Originating Ct	3PA	Court	THIRD DISTRICT-PALMER	Date Filed	04/27/99
Charges-Issue	MICS-4TH DEGREE+MICS-4TH DEGREE+MICS-6TH DEGREE				
Statute	AS11.71.060(A)(1)				
Crim Disposition			Close Date		
Involved Parties					
Last	First	MI	DOB	Type	
 MARRS	JENNIFER	A	10/30/60	DEFENDANT	

Important Note: These records only indicate that a court case was filed. To find out the actual disposition of the case, you must contact the appropriate court. Be sure to have the case number, as this will assist the court's staff with finding the file.

For drug-related offenses (MICS), you must still confirm the date an offense was committed and what the actual disposition of the case was. There is no expungement for felony convictions in Alaska. If an individual is convicted of a drug felony in another state, they may have the felony expunged if allowed in the state. Written verification of the expungement is required. A suspended imposition of sentence (SIS) is not an expungement. A conviction in another state that is set aside may or may not be expunged. Therefore, the worker must confirm that the conviction is expunged before finding the individual eligible.

MICS = Misconduct Involving a Controlled Substance. Only the 1st, 2nd, 3rd, or 4th degree is a felony. 5th and 6th degree offenses are misdemeanors.

Commercial Fishing Permits

This information comes from the State of Alaska. It contains permit holder's name, address, permit type, permit number, and permit fishery information.

Commercial Fishing Permit detailed report

Permit Data			
Year	03	Permit Serial No	12345
Name	HANDY DONALD A	ADFG Vessel No	
Address	BOX 111	Holder Status	Current Owner
City/State/Zip	KETCHIKAN , AK 99950	Holder Type	
Country		Permit Type	Interim Entry (unlimited fishery)
SSN (last 6 digits)	123456	Phone	
Permit Fishery Information			
Description	CLAMS, SHOVEL, STATEWIDE		
Short Name	CLAMS SHOVEL STW	Allowable POV	30
Resident Price	\$60	Non-Res Price	\$180

For more information regarding commercial fishing permits, see Alaska Dept. of Fish and Game's website at <http://www.cf.adfg.state.ak.us/>

Commercial Fishing Vessels

This information comes from the State of Alaska. It contains fishing vessel information, owner information, registration type, and gear information.

Commercial Fishing Vessels				detailed report
Commercial Fishing Vessel				
Year	00	Fuel Capacity	001500	
Vessel Name	MYBOAT	Coast Guard No	999999	
Year Built	82	Hull Type	Fiberglass/Plastic	
Home Port	Seward, AK	Length	50	
		ADFG Vessel No	55555	
Owner Information		Engine Type	Diesel	
Year Built	82	Hull Type	Fiberglass/Plastic	
Home Port	Seward, AK	Length	50	
		ADFG Vessel No	55555	
Owner Information		Engine Type	Diesel	
Owner Name	HAWK, ANTHONY A	Gross Tonnage	19	
Address	1234 MAIN ST	Net Tonnage	16	
City/State/Zip	ANCHORAGE, AK 99500	Total HorsePower	800	
Country		Live Tank	0	
SSN (last 6 digits)	123456	Holding Tank	0	
Registration Type				
Salmon	Prince William	Charter		Fishing X
Tender/Packing		Refrigeration	Y	Freezer/Canner
Gear Information				
beach seine		beam trawling		diving/hand picking
double otter trawl		drift gillnet		fish wheel
hand troll		herring gillnet		long line
mechanical jig		otter trawl		pair trawl
pots		power troll		purse seine X
scallop dredge		set gillnet		

Business Licenses

Business License data comes from the individual states and is used for managing business license application, renewals etc.

AK Business Licenses detailed report

Active? (A/T) A	New or Renewal? (R/N) R	Tobacco Endorsement? (Y/N) N
Miscellaneous		
Owner/Corp Name	License No.	1234567
AT HOME COMPUTER SERVICE	EIN	0
Business Type	Corp No.	0
Other	Issue Date	20031023
	Expire Date	20051023
Business Name	SIC Code (old classification system)	
AT HOME COMPUTER SERVICE	0 -	
Address	Line Of Business Code	
PO BOX 12345	54 - Professional, Scientific and Technical Services	
ANCHORAGE, AK 99503	Business Activity	
	5415 - Computer Systems Design & Related Svcs (web design)	

UCC Filings

UCC filings are collected at the state level. UCC filings are submitted by financial institutions when lending money or leasing equipment to a business.

UCC Filings detailed report

Document Info			
Document No.	0000-1234567	Assoc Doc #	0000-1234567
District	500	Index	CO
Date	20-Jun-03	Time	11:14 AM
Description	CONTINUATION		
Secured			
MATANUSKA VALLEY FEDERAL CREDIT UNION 1020 S BAILEY ST			
Debtor			
SMITHERS ROBERT B BOX 1234567 KENAI AK 99500			
Comments			

Occupational Licenses

Occupational Licenses are collected from various state and local offices. These records contain information about individuals licensed in professions, such as engineering, accounting, nursing, etc.

Occupational Licenses [detailed report](#)

Name	Miscellaneous
PEARSON, THOMAS	Lic. Status ACTIVE LICENSE
	Board CONSTRUCTION CONTRACTOR LICENSING
Address	Lic. Type GENERAL CONTRACTOR - EXCLUDES RESIDENTIAL
P O BOX 1234 FAIRBANKS, AK 99500-0000	Lic. Num 123456
	Date First
	Date Issued
	Date Expired 12/31/04

National Aircraft Registration

This information comes from the Federal Aviation Administration. The database includes a nation-wide listing of all registered aircraft, including owner name, address, make, model or aircraft, and n-number.

Aircraft Registration [detailed report](#)

Aircraft Data	
Owner Name	SMITH JOSEPH
N Number	39009R
S Number	9999999
Address (1)	PO BOX 999999
Address (2)	
City	JUNEAU
State	AK
Zip Code	99999-4444
Country	US
Region	5
Year Manufactured	1969
Country Mail Code	110
Airworthiness Class	Standard
Approved Operation Codes	NU
Aircraft Type	Fixed Wing/Single Engine
Engine Code	17022
Engine Type	1
Last Action	20020820
Last Issue	19960815
Mfr Code	2072424

Sign-Off Instructions

To exit from Ingens:

- Click the Logoff button, or
- Use the dropdown menu, select disconnect, and click on Go



Maria Celli-Miller [See Connect Time](#) **logged in** [log off](#) Disconnect Go

Welcome to Ingens [main menu](#)

Ingens Alaska	
Power Search! - query 20 databases, over 85 million records in seconds!	
AnchorageMap - Interactive Mapping for Anchorage	
FairbanksMap - Interactive Mapping for Fairbanks	
MatsuMap - Interactive Mapping for Matanuska/Susitna	
Alaska Databases	
Aircraft Registration (national) - 13-May-04	Fishing/Hunting Licenses - 08-Jun-04
Anchorage Property - 07-Jun-04	Juneau Property - 24-Nov-03
Bankruptcies - 08-Jun-04	Kenai Property - 20-May-03
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Commercial Fishing Vessels - 10-Jun-04	Permanent Fund Applicants - 02-Jun-04
Corporations - 11-May-04	Pilots Registration (national) - 13-May-04
Court Cases (civil & criminal) - 03-Jun-04	Recorders Office (Statewide) - 11-Jun-04
DMV Records - 08-Jun-04	UCC Filings - 11-Jun-04
Fairbanks Property - 28-Jan-04	Voter Registration - 09-Jun-04

Use the Pull-Down Menu on the Upper Right to Change Your Settings

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[help on this page](#) - [contact information](#)

Either of these options will exit you from the system.

Disconnected

You have been disconnected from Ingens.

Thank you for using Ingens.
You have fully exited the system.
If you have any suggestions or problems, please email us at ingens@pubks.com.
[Click here to go to the Ingens Home page](#)

Tips & Tricks

The 'Tips & Tricks' section was designed to give our users some helpful advice for using Ingens more effectively. If you have suggestions for additions to Tips & Tricks please feel free to email us at info@ingens.com.

Search Buttons and Links

Only click the search button or link once. When you repeatedly click these, a signal is sent to start your search again. This will significantly add to your online search time.

Proper Names

When searching a name like "Charles", also try "Charley" and "Chuck". Occasionally, a person will have records that are not under their legal name.

Middle Initials

You can search using a middle initial in some of the databases in Ingens. When searching a name with a middle initial, put the last name in the 'last' name field, the first name in the 'first' name field, and the middle initial with no period (just a space between the first name and middle initial). See example below:

search criteria	
name	last <input type="text" value="smith"/> first <input type="text" value="janis k"/>
house number	<input type="text"/>
street name	<input type="text"/>
po box	<input type="text"/>
<input type="button" value="search"/>	

Databases that you can search using middle initials in first name field:

Anchorage Property
Alaska Bankruptcy
Aircraft Registration
Alaska Business Licenses
Commercial Fishing Vessels
Juneau Property
Kenai Property

Matanuska-Susitna
Occupational Licenses
Permanent Fund Applicants
Pilot Registration
Alaska Records Office
UCC Filings

However, when you search in **AK Permanent Fund Applicants**, middle initial has its own field. See example below:

search criteria			
name	last	<input type="text" value="Smith"/>	first <input type="text" value="Janis"/> mi <input type="text" value="K"/>
house number	<input type="text"/>		
street name	<input type="text"/>		
po box	<input type="text"/>		
<input type="button" value="search"/>			

Business Names

When searching for a business name using our 'Power Search' feature, type the company's name in the 'Last' name field. See example below:

Search Criteria: Search on <u>one</u> of the following combinations.	
Name	Last: <input type="text" value="smith painting"/> First: <input type="text"/>
OR	
House Number	<input type="text"/> (House Number portion of the address <u>only</u>)
Street Name	<input type="text"/> (Street Name Only do not include E,W, or ST, etc.)
OR	
PO Box	<input type="text"/>
Zip Code	<input type="text"/> (Use only in conjunction with a PO Box)
<input type="button" value="search"/>	

Common Last Names

With common names like "Jones" or "Smith", it may be necessary to search an individual database, as opposed to a Power Search. You can then base additional searches on the result.

Single Database Searches

If you are looking for information in a particular database, it is much faster to search an individual database instead of doing a Power Search.

Power Searching

When using our 'Power Search' feature, only search on:

Last Name & First Name

OR

House Number & Street Name

OR

P.O. Box & Zip Code

Any other combinations will significantly slow down your Power Search.

Exact Last Name

For an **exact** last name, use the vertical line character "|" to indicate 'exact'. This character (commonly known as the 'pipe' character) is located just above the Enter key on your keyboard. For example, in the Last Name field if you input "RED|" the system will only find records where last name is exactly "RED". If you don't use the "|" character, the search will also find "REDMOND", "REDDING", and any other name starting with "RED". See example below:

Search Criteria: Search on <u>one</u> of the following combinations.	
Name	Last: <input type="text" value="red "/> First: <input type="text" value="john"/>
OR	
House Number	<input type="text"/> (House Number portion of the address <u>only</u>)
Street Name	<input type="text"/> (Street Name <u>Only</u> do not include E,W, or ST, etc.)
OR	
PO Box	<input type="text"/>
Zip Code	<input type="text"/> (Use only in conjunction with a PO Box)
<input type="button" value="search"/>	

Logging Off

It is important to always 'Log Off' when you have completed your Ingens session. If you do not, our program will assume that you are still logged on for at least 5 minutes. The system will go back and check your usage and credit you for any lost time. However, it is important to log off the system when you are finished with a session to keep traffic low, which in turn gives you faster searches.

Anchorage Map

When using the 'Anchorage Map' section of Ingens, please make sure that you are querying on the 'Parcel' layer. Please follow the directions below to do so:

1. Click on the link for 'Anchorage Map - Interactive Mapping for Anchorage' from the main Alaska Menu
2. Input your search criteria (last name OR address)
3. When you find the property you are looking for in the 'Query Results' list that displays below the map, click on the 'cul-de-sac' icon in the far right column in order to zoom the map in to that specific parcel location.
4. You will now be able to click on the 'Property Detail' link to view the tax assessment detailed report.

Ingens Database Results – special features/information available:

Database	Special Features
Aircraft Registration (national)	Power Search returns results only for AK. Search in individual DB can provide results from national info (uncheck “Return results in AK only” at bottom of page). Data is private pilot aircraft, those with current registrations.
Anchorage Property Data	Tax assessment data (see printed sample). This DB provides maps of property.
Bankruptcy Data	Social Security Number in this DB only. Creditors associate bankruptcies based on SSN. “341 Meeting Schedule” is the only date/time creditors can make a claim against the bankrupt party.
Business Licenses	Mailing and physical addresses found here. SIC (Standard Industry Code) – AK moved away from using, replaced w/ “Line of Biz”.
Commercial Fishing Permits	Good for assets search. No longer lists SSN.
Commercial Fishing Vessels	Good for assets search.
Corporations	Lists officers with % of stock they hold.
Court Cases (civil & criminal)	D.O.B. found here. Locate people with aliases here. These are state, not federal court cases. “Involved Parties” field won’t list minors.
DMV Records	Mailing and physical addresses found here. DB is of vehicle records, not driver’s records. Auto registration is dependant on the owner of auto, not seller. Try searching co., spouse & childrens names.
Fairbanks Property Data	Has limited maps of property.
Fishing/Hunting Licenses	Mailing address found here, which includes mailing address for out-of-state visitors. D.O.B. found here. Data always 1 year behind.
Juneau Property Data	No maps available. Lists previous owner.
Kenai Property Data	No maps available. Covers the entire Kenai Peninsula area.
Mat-Su Property	Maps available with limited information. Lists previous owner.
Occupational License Data	For specialized practices (have to pass state boards).
Permanent Fund Applicants	Mailing address found here.
Pilots Registration (national)	Information is opt-in, meaning it is not all inclusive. Power Search returns results only for AK. Search in individual DB can provide results from national info (uncheck “Return results in AK only” at bottom of page). Data includes those with current registrations only.
Recorders Office (statewide)	Property information, features “associated documents” link.
UCC Filings	Uniform Commercial Code, non-real property used for collateral.
Voter Registration	Mailing and physical addresses found here. “Ascen. No.” is voter specific, not relevant otherwise.

Help & Frequently Asked Questions

Searching

My search produced *too many* records.

Ingens has a maximum return of 200 records. If your search returns a list greater than 200 records, you will need to narrow your search. Here is a helpful hint on narrowing your search:

- For finding an exact name, use the "|" character to indicate that you want Ingens to find only exact matches. The "|" character is located directly above the ENTER key. For example, by typing in the last name "RED|", Ingens will find records where the last name is exactly "RED". Without using the pipe character, Ingens will also find "REDMOND", "REDDING", and any other name that begins with "RED".

My search produced *no results*.

If your search returned no results, you may want to broaden your search criteria. Here are some hints on broadening your search:

- Try using just the first letter or first few letters of the first name rather than spelling out the whole first name.
- If you are doing a *PowerSearch* enter either the name or the address, but not both as this may limit your results too much.
- When searching DMV records by make or model (in conjunction with a partial last name or address), use only the first three letters of the automobile make or model.

How do I *Power Search* a company name?

Enter the company name where you see 'Last Name'. This will find all records across all databases for the company name.

How can I get access to the restricted data?

From the Subscriber Site click the 'Data Guidelines' link in the left column of the screen, then click the 'Data Usage Request, Alaska DMV Records' link and read the Data Usage Request agreement. This agreement explains the necessary requirements that businesses must meet prior to having access to the data. Once you have reviewed the agreement, fill out the Data Usage Request form that follows, sign it, and mail or fax it to Public Knowledge Systems. The address and fax number are given on the form.

Recorders Office Index

Grantor/Grantee Relationships and Brief Documentation

Common Recorders Office Abbreviations

PTL= partial

NTC = notice

RGT = right

REL = release

WVR = waiver

Affidavit of Mailing/Posting Publication (For foreclosure notice)	Grantor – Person signing affidavit, process server. Grantee – Debtor
Affidavit of Publication (For foreclosure notice)	Grantor – Newspaper Grantee – Trustor
Amend F/S (amount or equipment altered on finance statement)	Grantor – Borrower Grantee – Lender
Annual Labor (Proof of labor to keep claim must be annually)	Grantor – Miner Grantee – Mine Name
Assign. D/Trust (grantor assigns away right to proceeds)	Grantor- Assignor (previous noteholder) Grantee – Assignee (new noteholder)
Assign. Of Rents	Grantor – Landlord Grantee – Bank of lending institution
CERT/REDEMP (taxpayer pays up back property taxes)	Grantor – Borough or taxing institution Grantee – Taxpayer
CLAIM/LIEN (lien for non-payment)	Grantor – Contractor /Owner Grantee – Materials Supplier
Completion (Construction Completed)	Grantor – Builder Grantee – Builder
Continuation (extend a finance statement)	Grantor –Borrower Grantee – Lender
Declaration of taking	Grantor – Person Grantee – State of Alaska
D/Trust Assume	Grantor – Person who assumes D/Trust Grantee – Original note holder
D/Trust Modify (terms or amount changed on D/Trust)	Grantor – Borrower Grantee – Lender
D/Trust (Mortgage)	Grantor – Trustor (borrower) Grantee – Beneficiary
Easements	Grantor – Land owner Grantee – State, City, Company, Etc.
Finance Statement (FS) (equipment lien, most will also be in the U.C.C. index)	Grantor – Borrower Grantee – Lender
Final Order of Condemnation	Grantor – State of Alaska, Superior Court Grantee – Lender
Fixture Statement (FS) (Finance statement with winning a civil case.)	Grantor – Borrower Grantee – Lender

Lease	Grantor – Lessor (landlord) Grantee – Lessee (tenant)
Liens (construction liens or ESC [state] liens)	Grantor – Defendant Grantee – Plaintiff
LIS Pendens (plaintiff files an interest in a real parcel)	Grantor – Defendant Grantee – Plaintiff
Location Notice	Grantor – Locator Grantee – Name of mine
NTC/Default (deed/trust in assoc. # in arrears)	Grantor – Title company or note holder Grantee- Trustor
NTC /RGT Lien (makes filing a construction lien easy if no payment is made)	Grantor – Builder/owner Grantee – Material or labor supplier
Plat	Grantor – Owners filing plat Grantee – New subdivision name
Proof/Publication	See affidavit/publication
Quitclaim Deed (transfer property, no title transfer until reconveyance)	Grantor – Seller Grantee – Buyer
R.E. Contract (sale of land but no title transfer until reconveyance)	Grantor – Seller Grantee – Buyer
Reconveyance (d/trust paid off)	Grantor- Trustee or Title Co. Grantee – Borrower
RRECON PTL (one lot released from d/trust)	Grantor – Trustee or Title Co. Grantee - Mortgagor
REL/ASSIGN RENTS (original note holder gets rights to proceeds)	Grantor – Banks or lending institution Grantee – Person
REL/LIS Pendens (condition of lis pendens satisfied)	Grantor – Plaintiff Grantee – Defendant
REL/Lien (lien or claim/lien satisfied)	Grantor – Plaintiff Grantee – Defendant
SATIS/JUDGEMENT (judgment satisfied)	Grantor – Plaintiff Grantee – Defendant
Tax Lien	Grantor – Person Grantee – Government Agency
Term/Lease	Grantor – Tenant Grantee – Borrower
Termination of Notice of Default	Grantor – Trustor Grantee- Title Co.
Termination of Finance–Statement (TS) (finance statement released)	Grantor – Lender Grantee – Borrower
W DEED (transfer of property w/title insurance)	Grantor - Seller Grantee - Buyer
WVR/Lien (release a right to lien)	Grantor – Material Supplier Grantee – Contractor/Land owner

Alaska Records Offices - Office Number and Phone Numbers

Office	Office Number	Phone number	Date of Computerization
Aleutian Islands	305	269-8899/8872	01/02/1975
Anchorage	301	269-8899/8872	01/02/1971
Barrow	413	452-3521/2298	07/01/1975
Bethel	402	543-3391	01/02/1975
Bristol Bay	307	269-8899/8872	07/01/1975
Chitna	308	835-3153	01/02/1975
Cordova	306	269-8899/8872	01/02/1975
Fairbanks	401	452-3521/2298	01/03/1972
Fairhaven	201	443-5178	07/01/1971
Ft Gibbon	417	452-3521/2298	01/02/1975
Haines	106	465-3449/2514	07/01/1975
Homer	309	235-8136	07/01/1974
Hot Springs	412	452-3521/2298	01/02/1975
Hyder	102	225-3142	05/09/1975
Iliamna	320	269-8899/8872	01/02/1973
Juneau	101	465-3449/2514	07/03/1972
Kenai	302	283-3118	01/03/1972
Ketchikan	102	225-3142/3143	08/01/1972
Kodiak	303	486-9432	01/03/1972
Kotzebue	215	452-3521/2298	07/01/1975
Kuskokwim	403	269-8899/3391	01/02/1975
Kvichak	310	269-8899/8872	01/02/1975
McCarthy	318	835-3153	07/01/1975
Mt. McKinley	411	452-3521/2298	01/02/1975
Nenana	414	452-3521/2298	01/02/1975
Noatak-Kobuk	419	443-5178	01/05/1972
Nome	201	452-3521	01/02/1975
Nulato	415	452-3521/2298	11/01/1971
Palmer	311	745-3080/2028	11/01/1971
Petersburg	110	225-3142/3143	07/03/1975
Rampart	416	452-3521/2298	01/02/1975
Seldovia	313	235-8136	07/02/1974
Seward	314	224-3075	01/02/1975
Sitka	103	747-3275	08/25/1972
Skagway	111	465-3449/2514	07/01/1975
Talkeetna	321	745-3080/2028	01/03/1972
UCC Central	500	835-3153	01/02/1975
Valdez	318	835-3153	07/01/1975
Wade Hampton	420		
Whittier	319	269-8899	07/01/1975
Wrangell	104	225-3142/3143	07/01/1975