

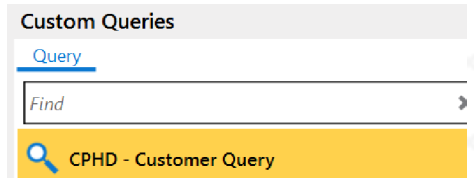
# Records Research + Requests

The Permit Arlington Center or PAC (First Floor – 2100 Clarendon Blvd. Arlington, VA 22201) provides Research Kiosk computers with access to a variety of records – permits, inspections, plats, plans, conditions, letters, and more.

To save documents, you must bring your own portable USB drive.  
The PAC does not offer email or print services from Research Kiosks.

1

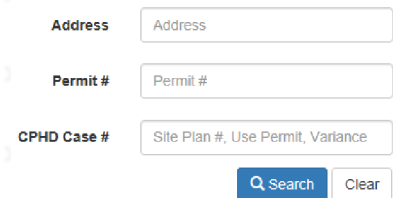
Click on the CPHD - Customer Query button in the upper-left corner of the screen.



2

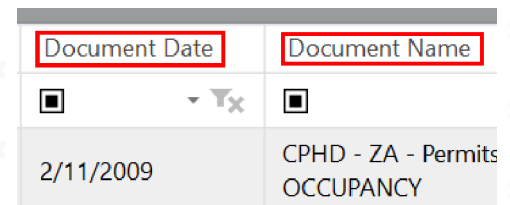
Enter any of the following information and click search.

- Address – example: 2100 Clarendon Blvd.
- Permit number – example: B0700170
- RPC number – example: 18-004-067



3

Once search results appear, you may click any of the columns to re-order results by date, name, etc.



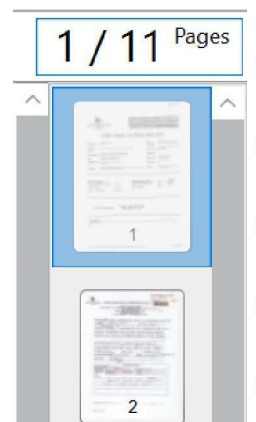
Document Date	Document Name
2/11/2009	CPHD - ZA - Permits OCCUPANCY

4

To open a document, double-click one of the rows.

Use the column along the right side of the screen to view other pages of the document.

To choose a different document, return to the search results and double-click a different row.



# Records Research + Requests

5

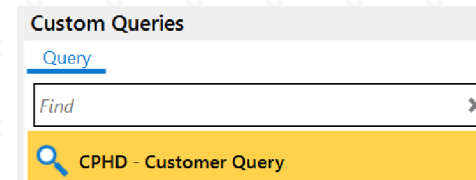
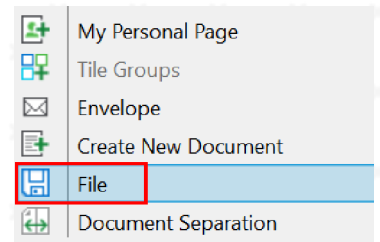
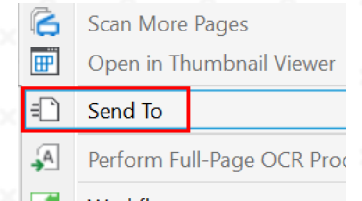
To save a document, begin by plugging your USB drive into a port on the front of the computer.

In the search results, right click the row of the document you want to save.

In the list of options, hover over Send To and then File.

Choose your USB drive from the file directory and save the document.

To start over, click the CPHD - Customer Query button in the upper-left corner of the screen.



## FOIA Requests

If you can't find what you're looking for on a Research Kiosk, you can submit a Freedom of Information Act (FOIA) Request.

Research Kiosks do not offer internet access. You must switch to a Permit Assistance kiosk or submit a request from your personal device.

To learn more about how to submit a FOIA request, costs, turnaround times, guidelines, exemptions and contact info, scan the QR code or visit [arlingtonva.us](http://arlingtonva.us) and search "FOIA".

