

DIRECTIONS FOR FILE SEARCHES

1. Go to County Website: **sussex.nj.us**
2. Click on **DEPARTMENTS**
3. Click on **Health (Division of)**
4. Click on – **Health Records**
5. Under **Commonly Requested**
6. Select **Septic and Well Records**
7. You will come to **Public Records Access Search** and a Disclaimer.

Scroll to the bottom and hit **I AGREE.**

8. A little box will pop up in the upper left hand corner. Under **Select Search Type** use drop down arrow and select **PublicAccess – Septic and Well.**

9. **LEAVE DATES BLANK!!!!**

10. Select **Municipal Name** from drop down arrow.

11. Input **Block and Lot.**

12. Hit **SEARCH.**

13. If you receive the message **NO DOCUMENTS AVAILABLE**, that means we have nothing on file and you will have to check with the town.