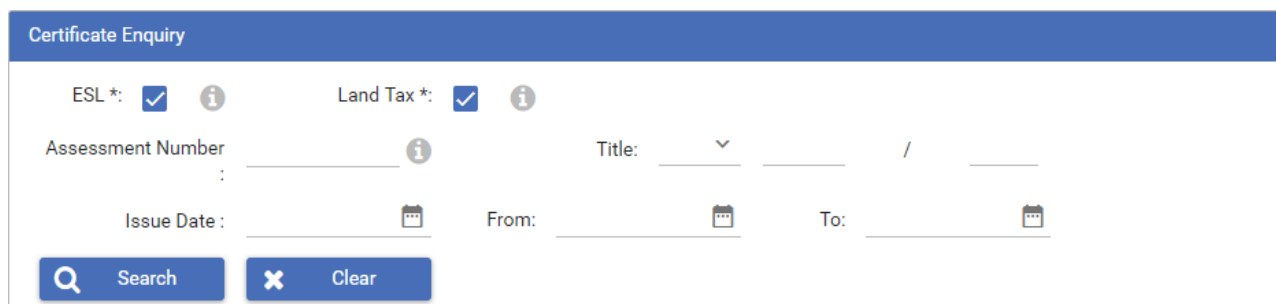You can view certificates your organisation has requested/purchased through RevenueSA Online or a Property Interest Report (PIR) via the Certificate Enquiry function.

1. Select **Certificate Enquiry** from the **Certificates ESL and Land Tax Menu**.

2. In order to enquire on a certificate, you first need to search for it. You can search for a certificate using different pieces of information.

Field	Description
ESL Land Tax	These checkboxes indicate the type of certificates you wish to enquire on. The system automatically defaults with both boxes ticked. If you only wish to search for one type of certificate, click in the appropriate box to remove the tick.
Assessment Number	Enter the assessment number.
Title	Enter the title reference details.
Issue Date	If you wish to view certificates issued on a given date, enter the date in this field in the format of DD/MM/YYYY.
Date Range From and To	Enter the date range for the certificate/s you wish to view in the format of DD/MM/YYYY.

3. Once you have entered your search criteria, click on the **Search** button. Your search results will be displayed - certificates are separated into ESL and Land Tax.

4. Access the certificate by clicking on the row or . The certificate details are displayed.

5. To update a certificate that you previously requested through RevenueSA Online or via the Property Interest Report (PIR), click on the **Update** button. This enables you to check to see if any payments have been made since you last requested a certificate on the property, which will subsequently affect the Total Payable. You can update a certificate if the original certificate you wish to update was requested within the last 90 days.

6. When you update a certificate, the following occurs:

    •   A new certificate record is generated with a 'current' status and the status of the original certificate changes to 'updated'.

    •   The due date for the original certificate remains and is assigned to the new certificate automatically.