



Only one unique identity card number may be recorded in the Registers of the Department of Lands and Surveys (DLS) for each owner

Your identity card number should be included in the registers of the DLS for every property registered in your name, and if not, you should proceed to its correction.

Ways of verification

You can verify whether your identity card is recorded, following any of the three ways stated below:

- If you have the Certificate of Registration of Immovable Property (Title deed), check whether the "Distinctive Number" of the owner's details indicates your Identity Number/ARC and not any other distinctive number.
- If you have an Immovable Property Search Certificate, just confirm that at the top of the certificate, under "Owner"/"Interested Person"/"Name of the person for whom the search was made", your ID/ARC number is stated and not any other distinctive number.
- By accessing the online applications through the Department of Lands and Surveys Portal (<https://eservices.dls.moi.gov.cy>), where you can access a list of properties (Certificate of Registration of Immovable Property, Search Certificates, etc.), please verify that all your properties appear in that list.

Ways to correct mistakes

If you notice during any of the above inspections that your ID/ARC number is not recorded with one or more of your properties, you need to request a correction, without paying any fee, by any of the following two ways:

First Way

Electronic application "Immovable Property Declaration" made through the Department of Lands and Surveys Portal
<https://eservices.dls.moi.gov.cy>.

The correction may be done:

- Either through "Immovable Property Data Recording". Fill in the details of the property, either by using its registration number or its geographical reference (Sheet/Plan/Section/Plot No.). It is necessary to attach/upload a photocopy of both sides of your Identity Card/ARC and the relevant Certificates of Registration (Titles) of Immovable Property.
- or
- Through "Attachment of Immovable Property/ies Data". This option does not require the recording of property data. It is necessary to attach/upload a photocopy of both sides of your Identity Card/ARC and the relevant Certificates of Registration (Titles) of Immovable Property.

Please note that:

- an identification of your profile is required in order to submit the online application.
- you may record one or more immovable property/ies using the same application.

Second Way

Complete and submit the application "Data Update for Current Owners" by sending it through e-mail to the District Lands Office (DLO) of your area. The application is available through the Department of Lands and Surveys Portal, under Application Forms section. Below you may find the e-mail addresses of the DLOs:

Lefkosia: nidlo-applications@dls.moi.gov.cy
Keryneia: kydlo-applications@dls.moi.gov.cy
Ammochostos: fadlo-applications@dls.moi.gov.cy
Larnaka: ladlo-applications@dls.moi.gov.cy
Lemesos: lidlo-applications@dls.moi.gov.cy
Pafos: padlo-applications@dls.moi.gov.cy

Required Documents:

- Application Form duly completed: «Data Update for Current Owners».
- Photocopy of both sides of your identity card or ARC.
- Photocopy/ies of the Immovable Property/ies Title(s).
- Reference of your postal address and contact telephone number(s).
- Any other document you may deem necessary for your identification.

(All documents signed by the applicants must bear a certification of their signature).

Keep in mind that:

- Keeping a unique identity card number in the Registers of the Department of Lands and Surveys ensures and prevents any dispute over the ownership status of your property, while at the same time it facilitates your transactions with the Department of Lands and Surveys, as well as with other Departments/Services and Organizations.
- We need your help to improve the quality of our data, enhance the effectiveness and efficiency of the services we provide to you and strengthen transparency.

For more information about the services offered by the Department of Lands and Surveys, as well as for application forms, please visit the **"Department of Lands and Surveys Web Portal"**
<https://portal.dls.moi.gov.cy>

Call Centre number for Cyprus: 17100

+357 22804900 (for phone calls from abroad)

