Online User Guide

PARCELQUEST

193 Blue Ravine Road, Suite 120
Folsom, California 95630
P. (888) 217-8999 F. (916) 817-4110
www.parcelquest.com

ParcelQuest™ Online User Guide

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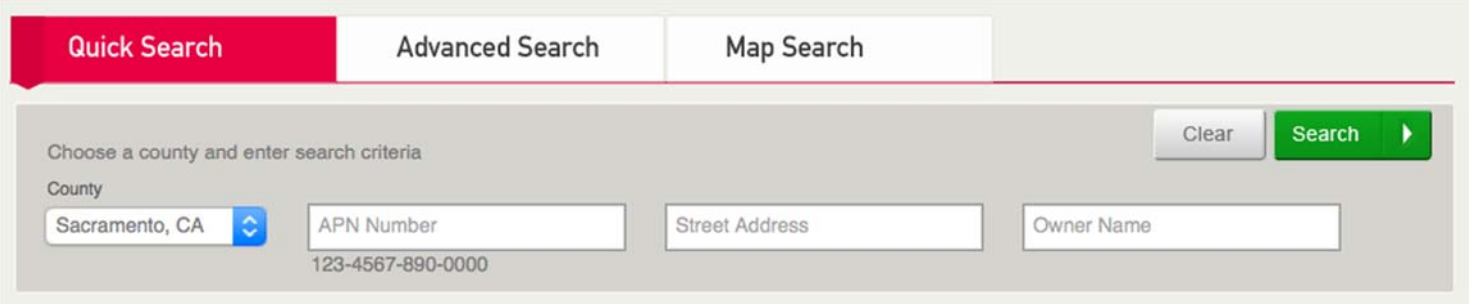
Searching Within ParcelQuest

Quick Search

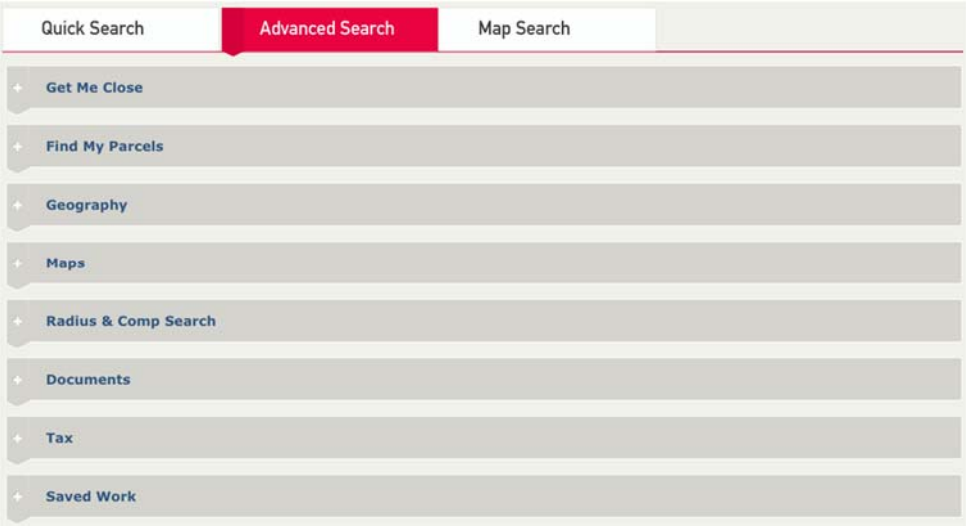
Search by most common fields of APN number, street address or owner name within a county or all of California.
You could search a full or partial APN or multiple parcel numbers separated by a comma. You could also search for a street address of “6625 Chestnut Ave” or a full or partial owner name, such as “John Smith” or “G Perkins.”

Also note that you can search for an exact owner name string by including a double quote (“) at the end of the name. For example, if I wanted to pull up owners with the name Wood but didn’t want to include Woods, Woodson, Woody, etc. then I can search for Wood” and I will only get results with that name in it.



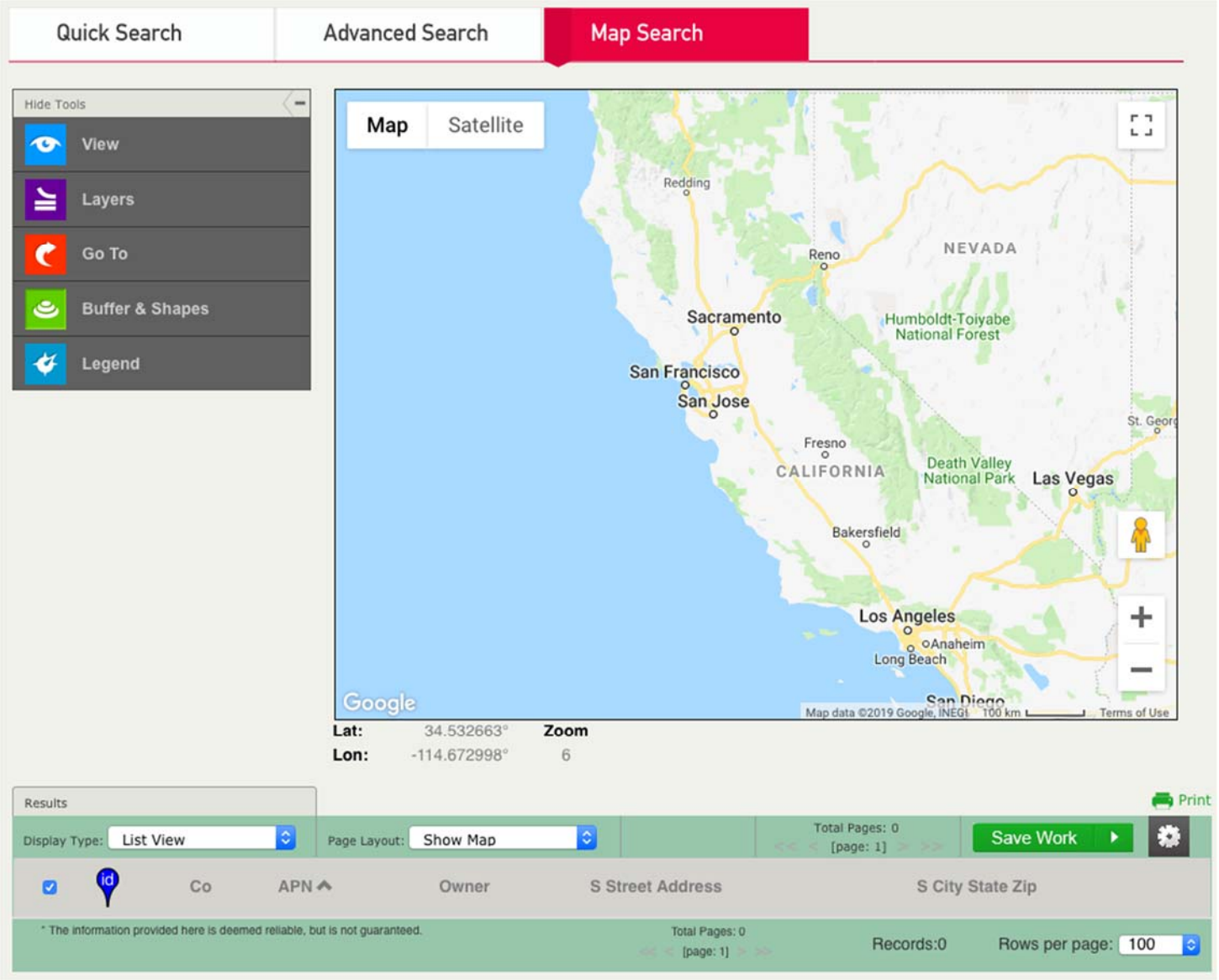
Advanced Search

Get Me Close – Enter a full address, cross streets or location to search using Google’s map interface.
Find My Parcels – Search by specific county using one or more fields from ownership, address, assessments, sales or characteristics sections. You can also search statewide for a subset of fields using the California option at the top of the county list.
Geography – Use this section to search by Section, Township and Range or latitude and longitude coordinates.
Maps – Choose a county and click County Map to be taken to a zoomed out view of the county in the map window. Click CA Map and the map window will display with a view of the whole state. Finally, click County Index Map and you will get a PDF of the selected county’s full index map.
Radius & Comp Search – Enter an APN or address within a county and choose to run either a radius or comp search.
Documents – Choose a county and specify a document type and book/page to search by. Note that there is an additional fee of $5 per document.
Tax (**Aviator Level Only**) – Choose a county and search by one or more tax agencies listed on a tax bill. You can also search for defaulted bills by the amount owed and/or default year.
Saved Work – Choose from previously saved work sessions to resume where you left off. See more about this feature in the Saved Work section.



Map Search

Click the Map Search link to go directly to the California map and begin zooming in on an area of interest. You can then left click the map to turn on a parcel, view layers, draw and buffer a shape or use many other features.

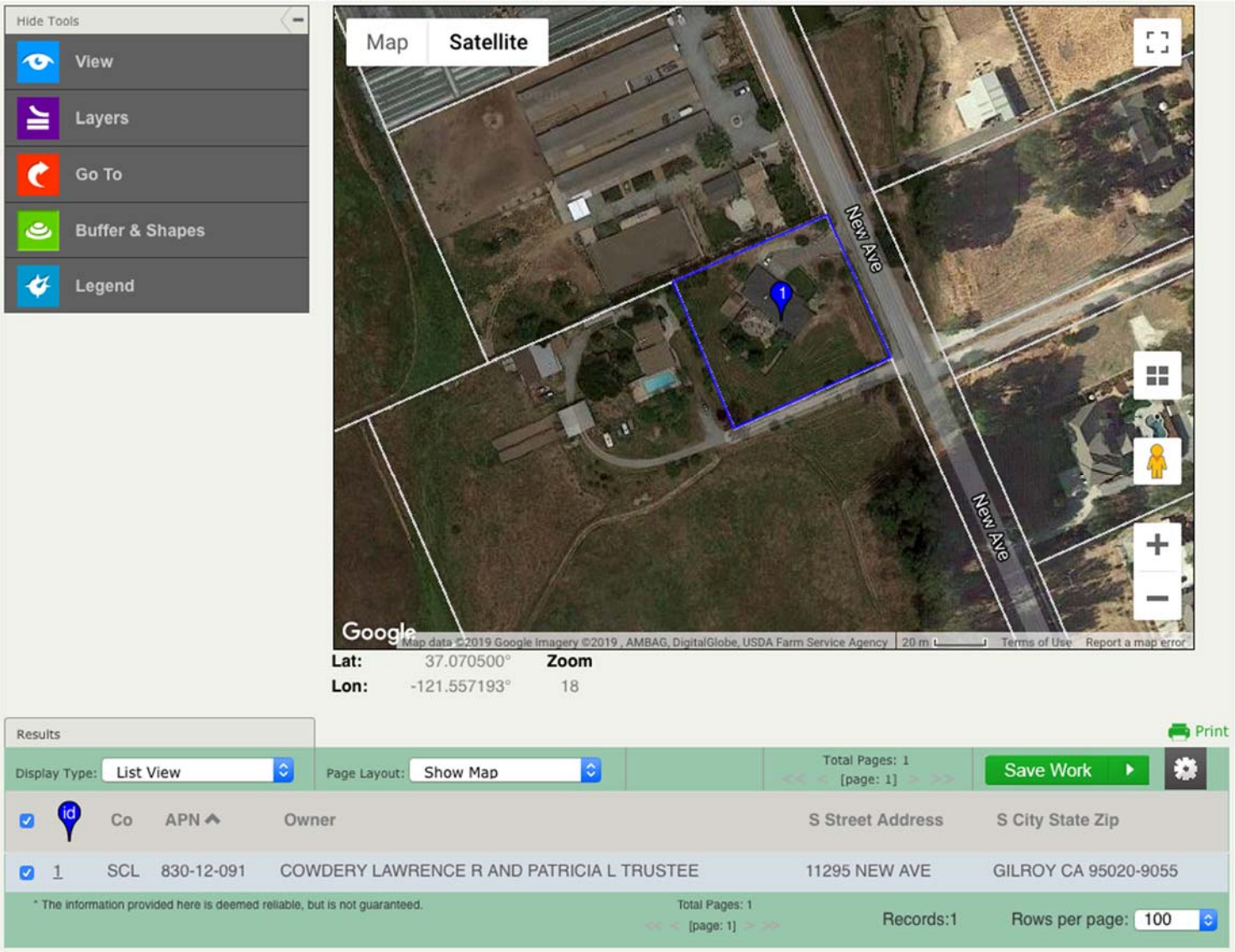


Get Me Close Search

After entering your search criteria in the Get Me Close search box and then clicking Search, you will be taken to the map with a road view showing the parcel's approximate location indicated by the pushpin. The image below shows a search result of entering "11295 New Ave., Gilroy, CA" and is displaying in the map view with labels on.

Zooming In and Selecting a Subject Parcel

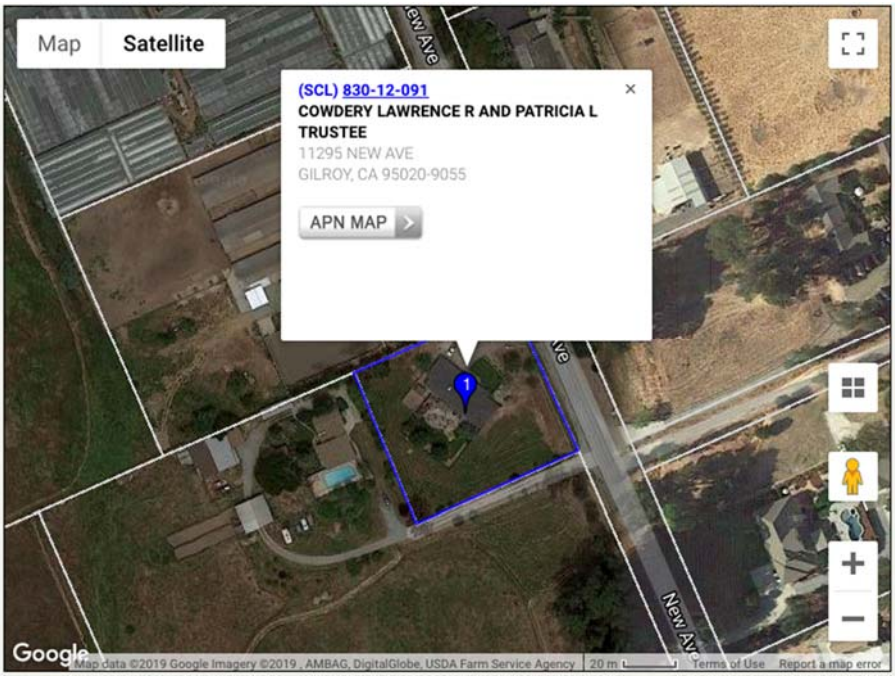
Next you will want to zoom in on your subject parcel by either using your mouse wheel or clicking the + button in the upper-left corner of the map. Once you get to a zoom level where you can see the parcel clearly, single click with your left mouse button anywhere over the parcel and a spinner image will appear at the bottom of the map showing the system is processing. Depending on the county, within about 5 seconds the parcel boundary will appear in blue with a numbered pushpin inside and the property information will be listed at the bottom (APN, Owner, etc.), as shown below.



Clicking on the Pushpin

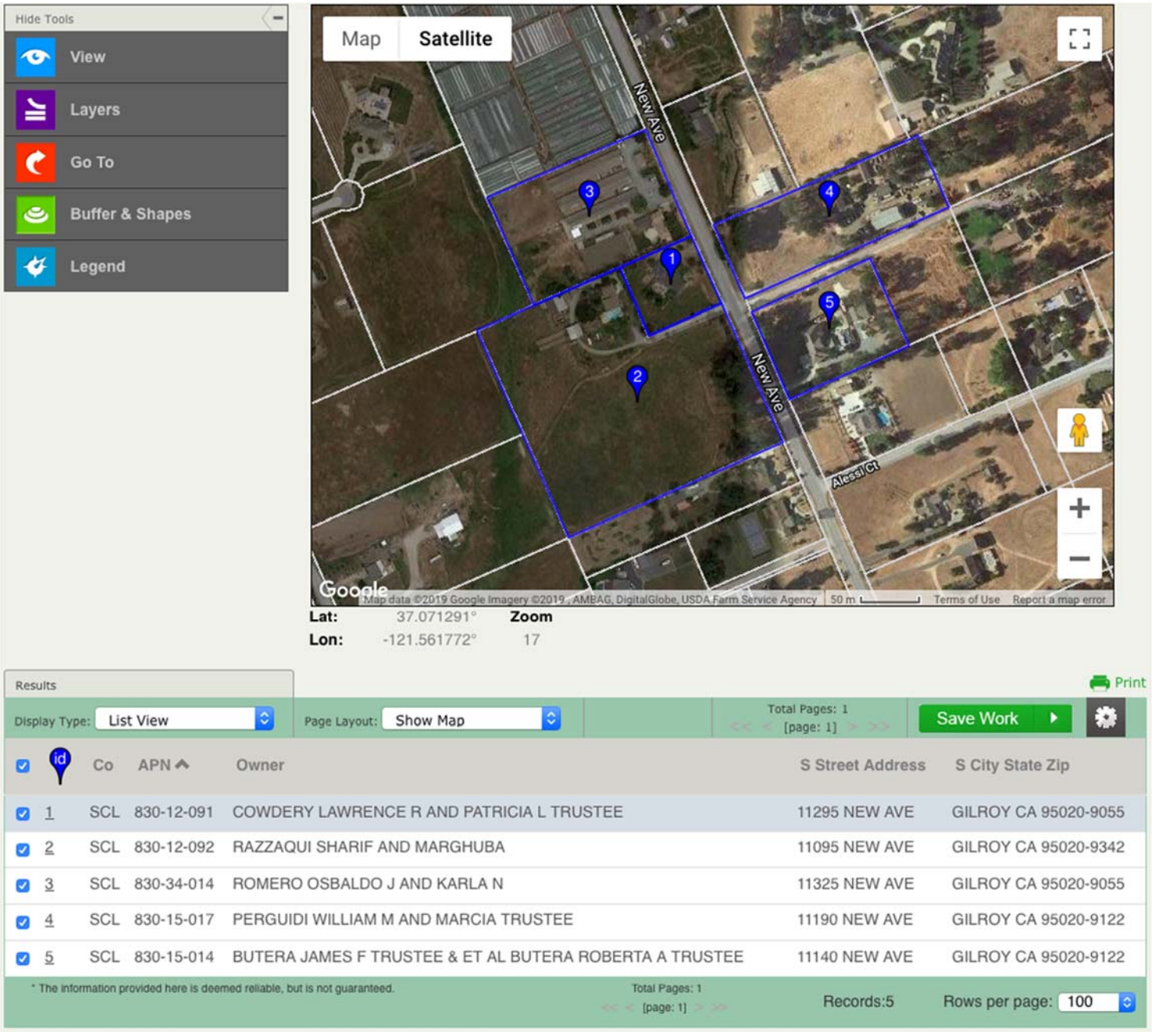
As shown at the right, if you click on the pushpin, a popup window will appear showing the parcel number, basic ownership information, and also a link to a scanned assessor map.

Click the hyperlinked APN in the popup window or in the parcel list at the bottom of the screen and the Property Detail profile for that parcel will appear below the map.



Adding Parcels to a Selected Set

As shown below, you can add to your selected set of parcels by continuing to left-click in selected areas. The additional parcels will be shown on the map and also listed at the bottom of the screen. You can also deselect a parcel by either unchecking the check box next to the parcel information in the list view or by left clicking on the selected parcel on the map.



Find My Parcels Search

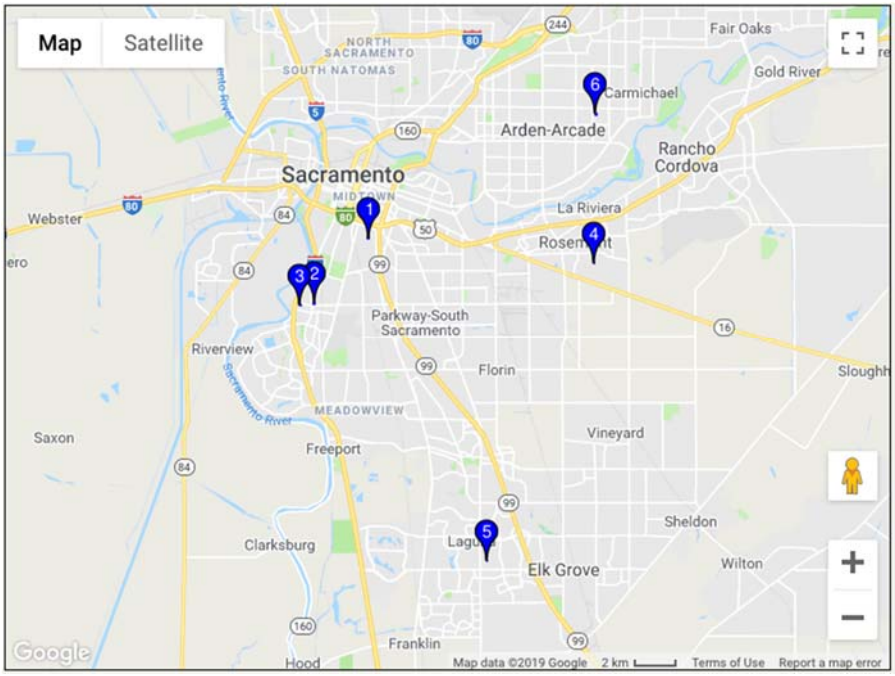
When searching in the Find My Parcels section, you first need to select which county you would like to search in from the drop-down box. Then you have the option of searching by APN (Assessor's Parcel Number), owner name, property address or several other data fields. We recommend only entering information for one of these options as searching by too many criteria can yield no results. If, however, the search is returning too many results, then you can add more criteria to narrow down your search.

Single Property Search

First, let's look at an example of running a search for a single property. We will search in the county of Sacramento and enter "018-0243-004" in the APN search box. We should get one result so next let's click View Results. Now the CA Map Search screen will come up with a zoomed in view of the subject parcel, which is outlined in blue and has a numbered pushpin over it. The figure shows the highlighted parcel in the 45° satellite view with the information popup window activated.

Multiple Property Search

Now let's see what the search results look like when we search for more than one property. Again we will search in Sacramento County but this time we will use the owner name of "Smithers." As seen at right, the CA Map comes up and we will see all of our resulting parcels indicated by the pushpin icon on the map.



Search Using Saved Criteria

By clicking on Advanced Search and then choosing Find My Parcels, then Ownership, you can use additional saved criteria to filter your search. The two options referenced in the image below are Search by Saved Shape and Upload APN List.

Search by Saved Shape

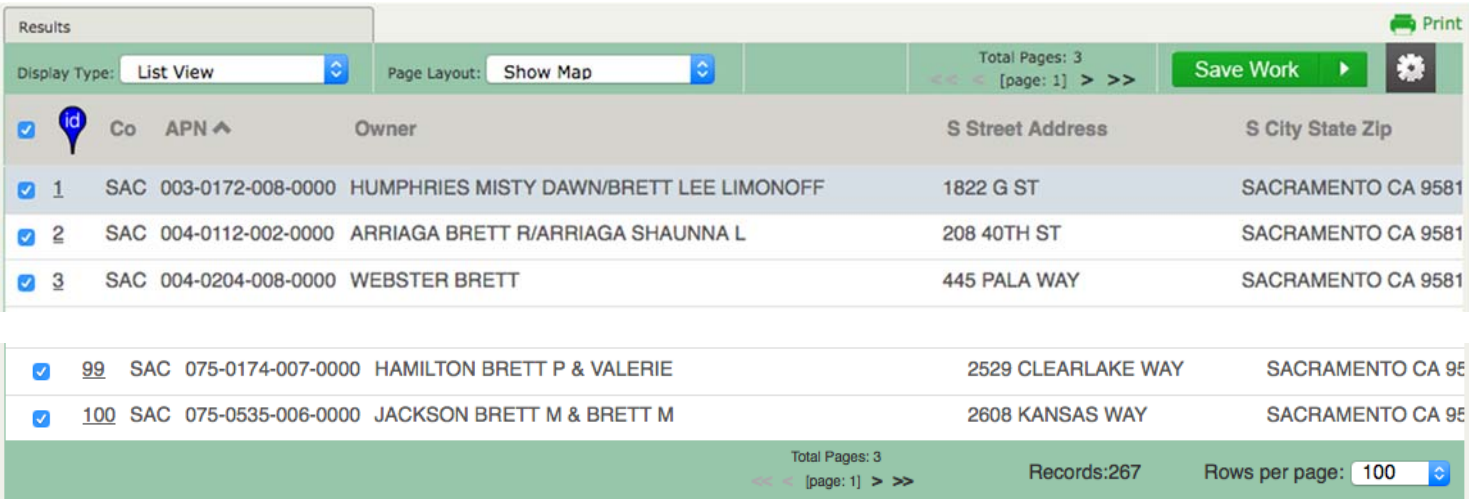
You can limit your searching to a specific area and then add further filters on that search using the Search by Saved Shape feature. First, use the Area shape tool from the Buffer and Shapes menu to draw your area of interest. Then choose to save the shape and give it an appropriate name. Now come back to the page shown above and choose your shape from the drop-down box. Finally, add any additional search criteria such as bed/bath count, square footage, recent sales, etc. and then run the search. Your results should now only be displayed for matches within your shape.

Upload APN List

If you have a list of APNs in a CSV file format, you can upload and search them all at once. Simply click the Upload APN List button and follow the prompts. You will first need to browse for your CSV file on your computer and then choose whether your list is from a single county or if it contains an identifying county column (see Appendix for a list of county codes). Note that if you choose the single county option, your file will need to have an APN label as the first row otherwise the first record will be skipped. If your file has a county column, then you will choose which column contains the APNs in the next step. Finally, you will confirm your settings and click the Finish button. Now the APN box will be highlighted and tell you how many APNs you are searching. From this point, you can add additional criteria using other search fields and further narrow your search. Once you have finished using your loaded APN list, you can then remove it by clicking the Clear APN List button.

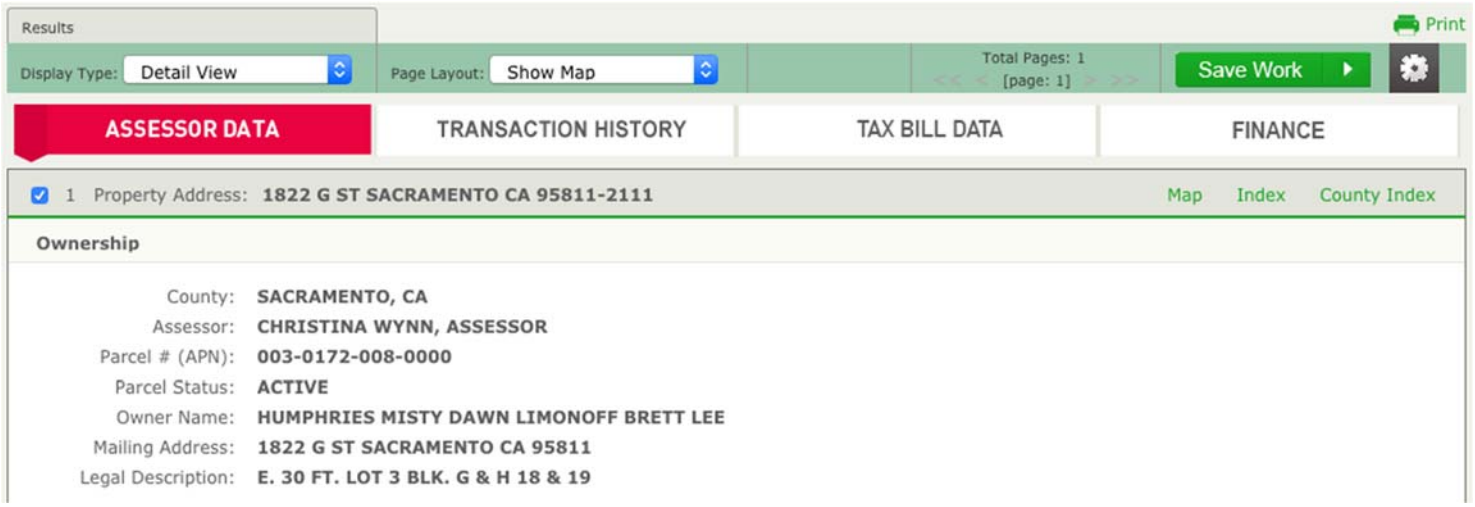
List View vs. Detail View

List View



Print – Click the Print icon to go directly to the printer options window.
Display Type – Shows the current display and allows you to switch to Detail View.
Page Layout – Choose to show or hide the map window.
Page Controls – Here is where you can see the total number of pages as well as go to the next, first or last page.
Save Work – Click this button to save your existing session or overwrite an old one.
Field Preferences – Click the gear icon to view your field preferences and choose which ones to display and in what order.
Checkbox Select – Click the checkbox at the top of the list to uncheck all parcels and click it again to recheck all of them.
Sorting – Click on any column field name to sort in ascending order (^) and click again to sort in descending order (v).
Checkboxes – If a mapped parcel is checked, it will display on the map and be included in any exports.
ID Column – The underlined ID numbers are another way to link to a parcel's Detail View by clicking them.
Records Count – At the bottom of the list, you can find the total number of records.
Rows Per Page – Click the drop down box to choose from 25, 50, 100 or 250 rows to display per page.

Detail View

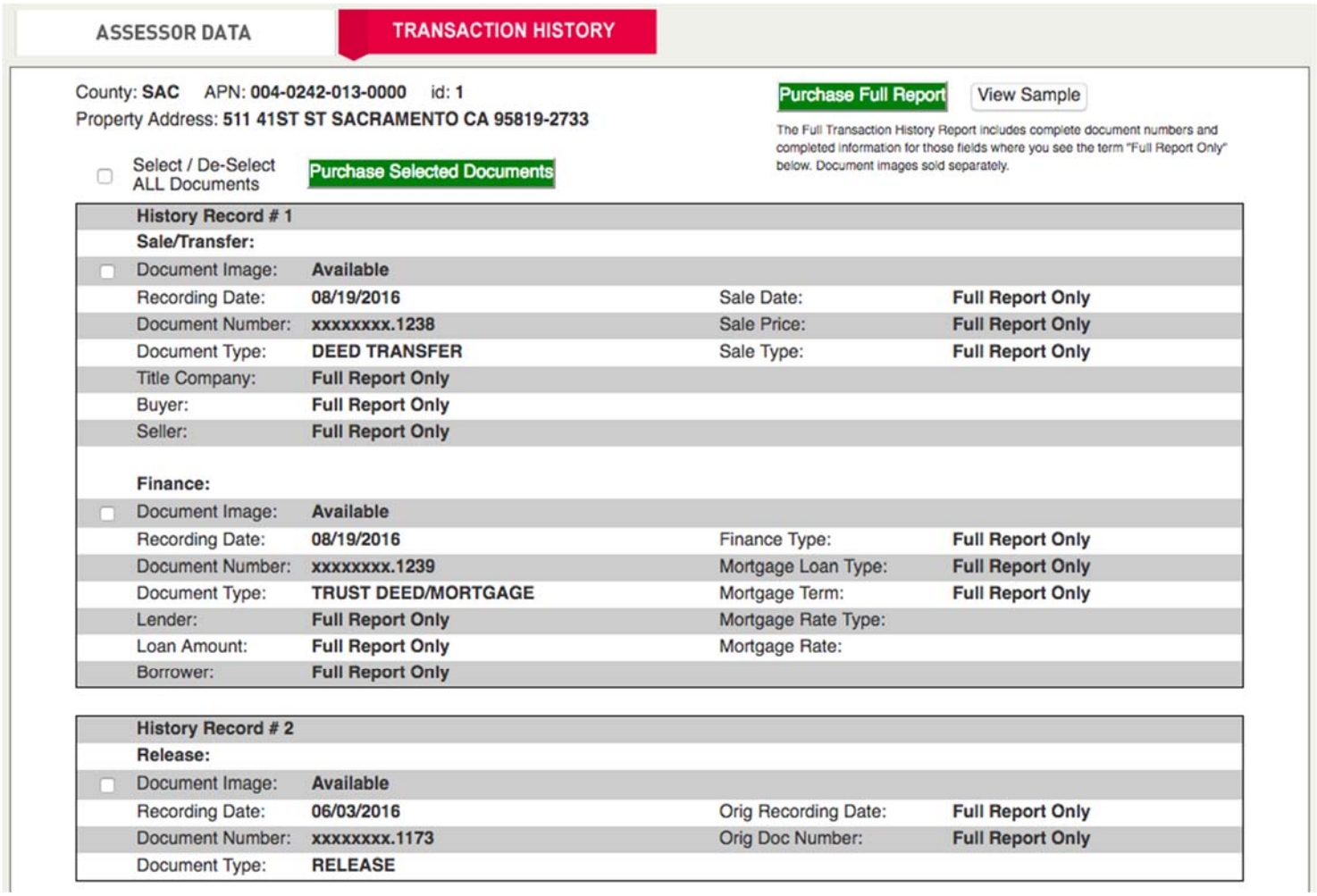


Display Type – Shows the current display and allows you to switch to List View.
Transaction History – Click this tab to view a parcel's transaction history. See more information on the next page.
Tax Bill Data (**Aviator Level Only**) – Click this tab to view a parcel's current tax bill status and any existing default and/or supplemental bills.
Finance (**Aviator Level Only**) – Click this tab to see a parcel's estimated market value and available equity as well as first, second and third loan data where available.
Map Link – Click this link to view the Assessor's parcel map where the parcel is located.
Index Link – Click this link to view the book index map where the previous map page is located.
County Index Link – Clink this link to view the full county index map where the previous book index is located.

Transaction History

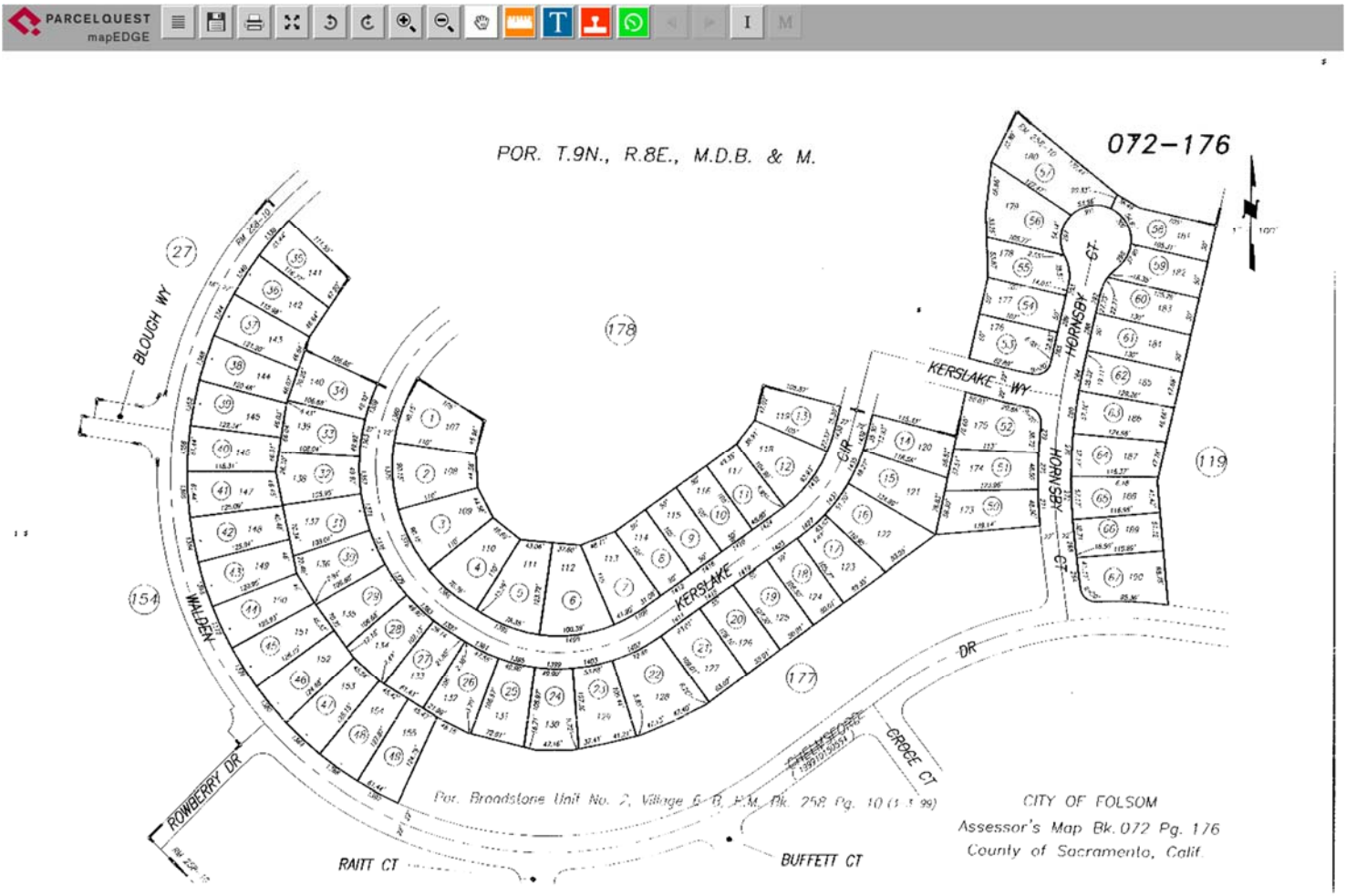
After switching to the Detail View, you can then view a history of transactions for a parcel by clicking the Transaction History tab. However, note that not all fields are viewable until you purchase a full report. You can also get an idea of what the full report will include by clicking the View Sample button. Another item that can be purchased from this page is one or more associated recorded documents. Simply check the box next to the documents you wish to purchase or you can check the topmost box to select all documents and then click Purchase Selected Documents. See below for a sample image from the Navigator level.

Note: The full Transaction History report is available for free at the Aviator level.



Opening a Parcel Map

Once you have displayed your parcel information, either click on the APN Map button in the parcel popup window or click the Map link at the top-right corner of the Detail View. A separate tab will open and display the APN map in our custom viewer if you have your Map Viewer preference set to MapEdge2.1. Otherwise, you will be prompted to open or save the map as a PDF. The image below shows the map in the MapEdge2.1 viewer.

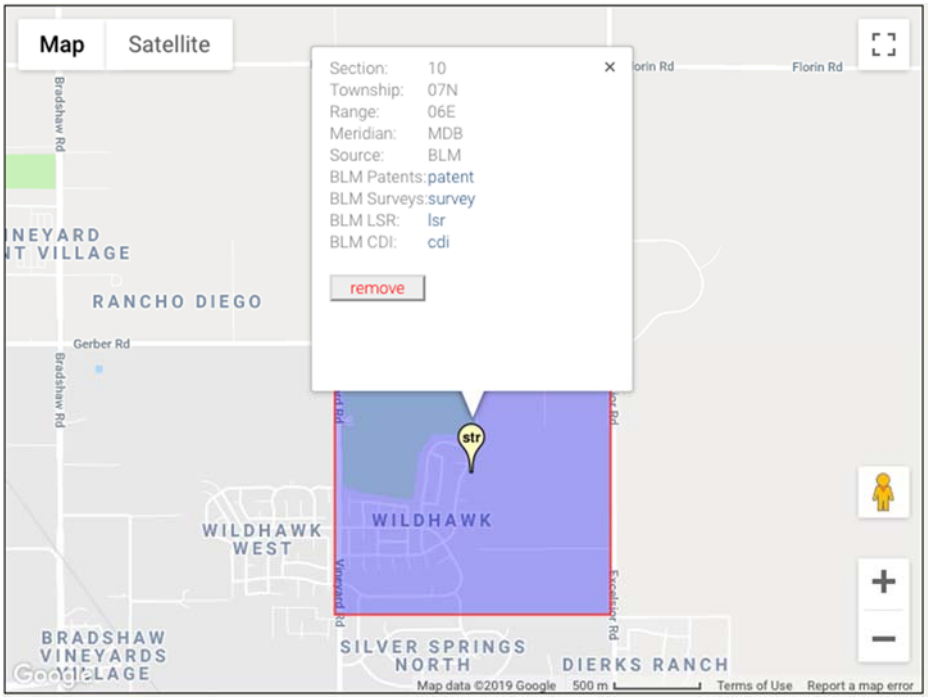


Geography Search

A third way to search in ParcelQuest is by use of the Geography search area. Here you can either search by Section, Township and Range or enter latitude and longitude coordinates. Let's look at an example of each search.

Section, Township, Range Search

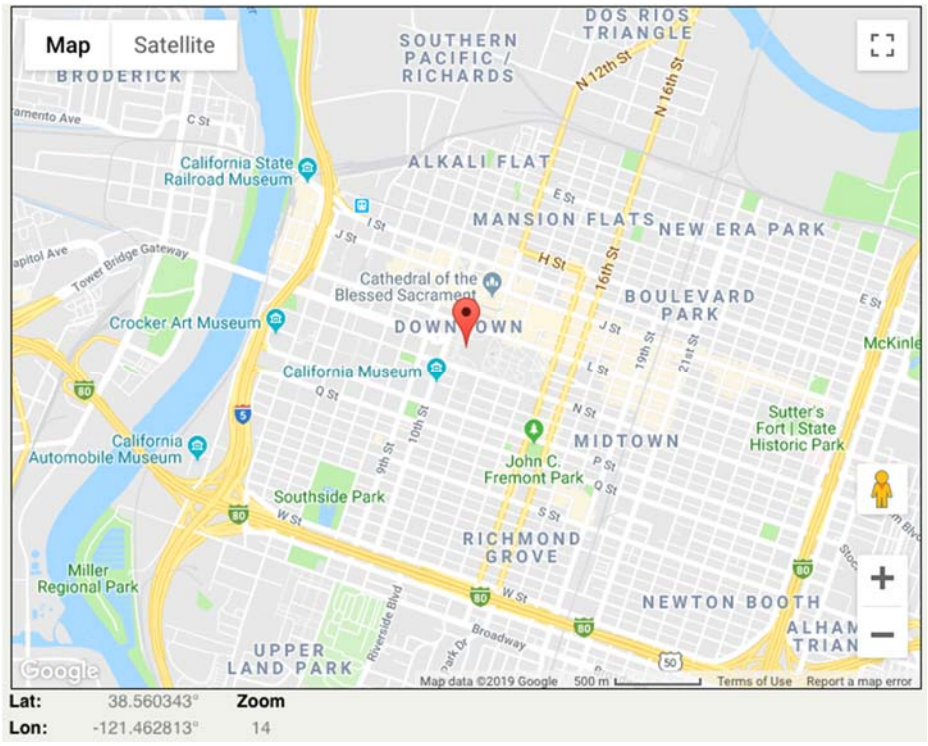
In this image, we have run a search for Section 10, Township 7N and Range 6E in the Mount Diablo Base & Meridian. You will then see the section boundary shaded and outlined in red with a marker placed in the middle. If you click on the marker, as the image shows, a box will pop up that contains the section, township, range, and meridian information as well as links to the Bureau of Land Management's maps and surveys. You can also activate a section boundary with a left click on the map when the Active Layer is set to PLSS in the Layers menu.



Note: While the primary source of the PLSS layer is the Bureau of Land Management, any projected sections or ranchos are sourced from the Department of Conservation.

Latitude-Longitude Search

In this figure, we have run a search for latitude: 38 degrees, 34 minutes, 35.94 seconds and longitude: -121 degrees, 29 minutes, 36.9 seconds. The map that results will show the pushpin directly over where the two coordinates intersect. Also note the lat-long values displayed at the bottom of the map in decimal degrees. You can switch between this format and degrees, minutes and seconds using the Units option in the View menu.



Acceptable Latitude-Longitude Examples

In the table below, we have listed the acceptable lat-long examples for use with the Geography search. You can also run a lat-long search using Get Me Close or the left-hand Go To menu.

Format	Latitude	Longitude
Degrees Minutes Seconds Direction	38 34 35.94 N	121 29 36.9 W
Degrees with Sign Minutes Seconds	38 34 35.94	-121 29 36.9
Degrees Minutes Direction	38 34.599 N	121 29.615 W
Degrees with Sign Minutes	38 34.599	-121.29.615
Decimal Degrees Direction	38.57665 N	121.493583 W
Decimal Degrees with Sign	38.57665	-121.493583

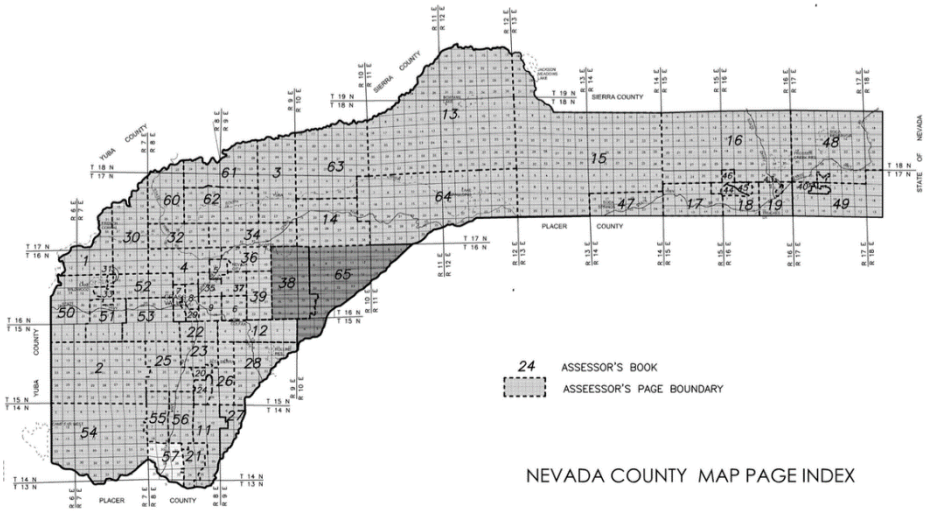
Maps Search

With a county selected, you can click one of the three following options to get to a particular map type. Please see further down for additional Google map views within the map page.

County Map – Nevada County

CA Map

County Index Map – Nevada County

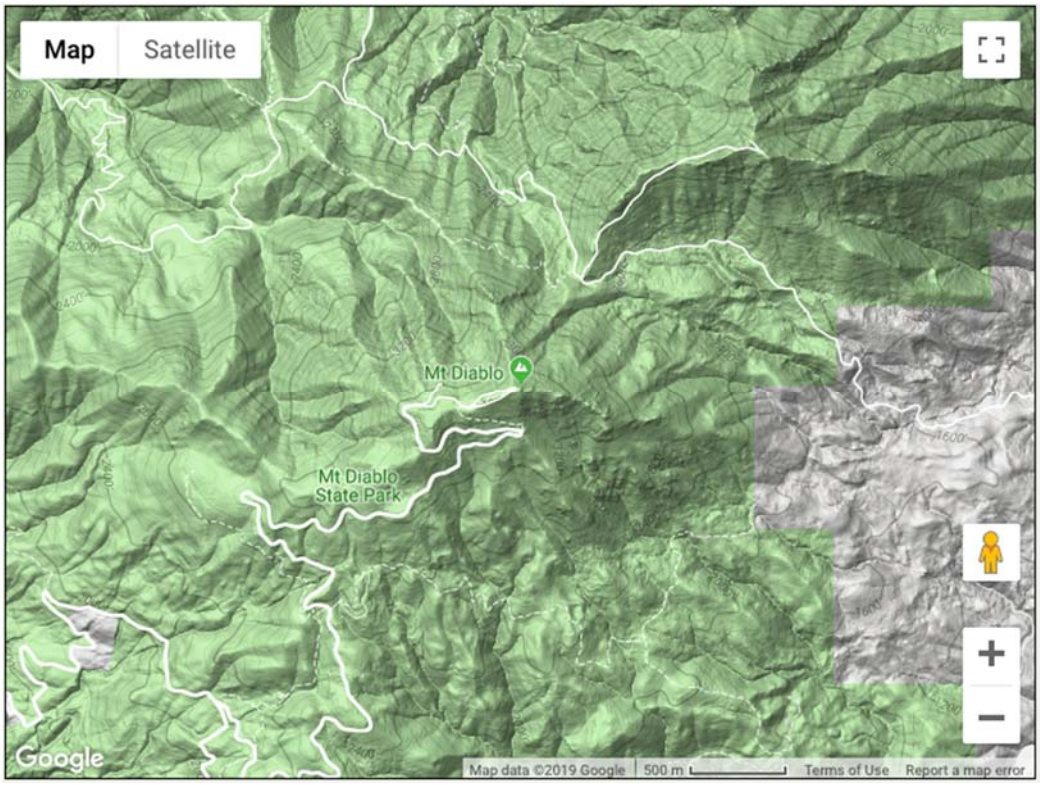


Additional Google Map Views

Tilted View – click 3rd button from the top, depends on location

Street View – click and drag little figure onto map, located above zoom buttons

Terrain View – found in the Map menu

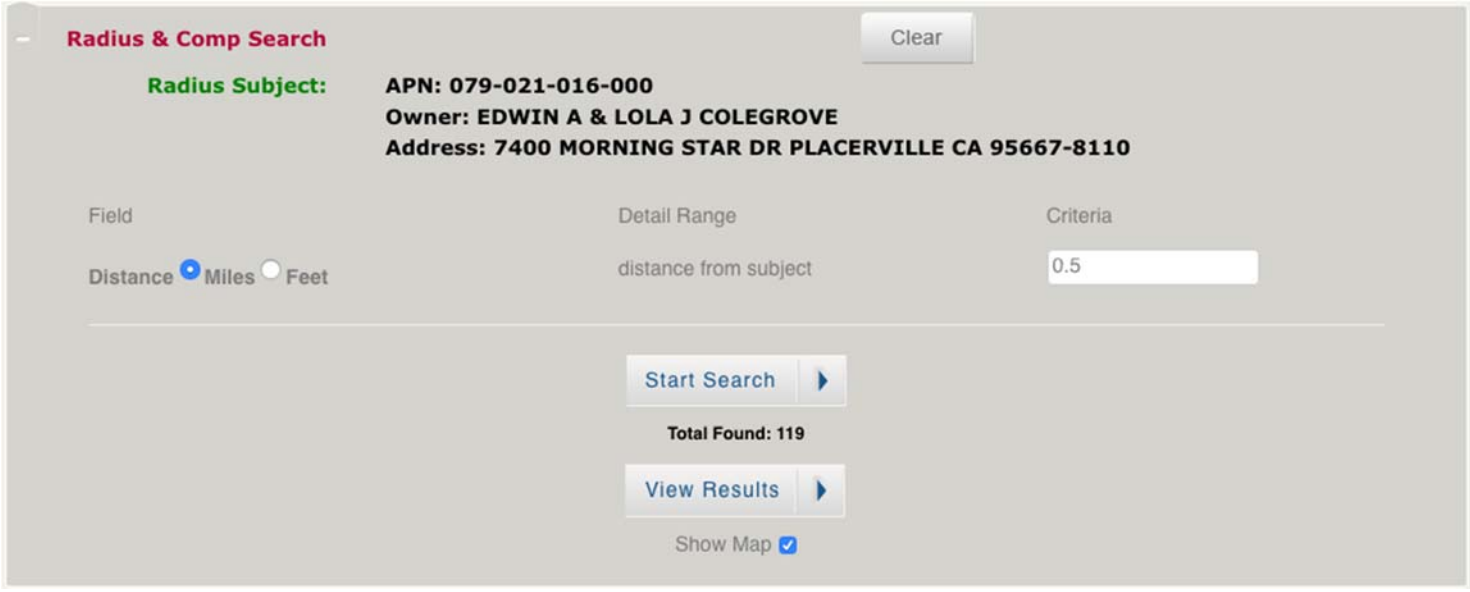


Radius & Comp Search

Another set of tools in the Advanced Search is the Radius and Comp Search. You first need to choose a county and then enter either an APN or address for your subject parcel. Let's look at an El Dorado County property for our subject.

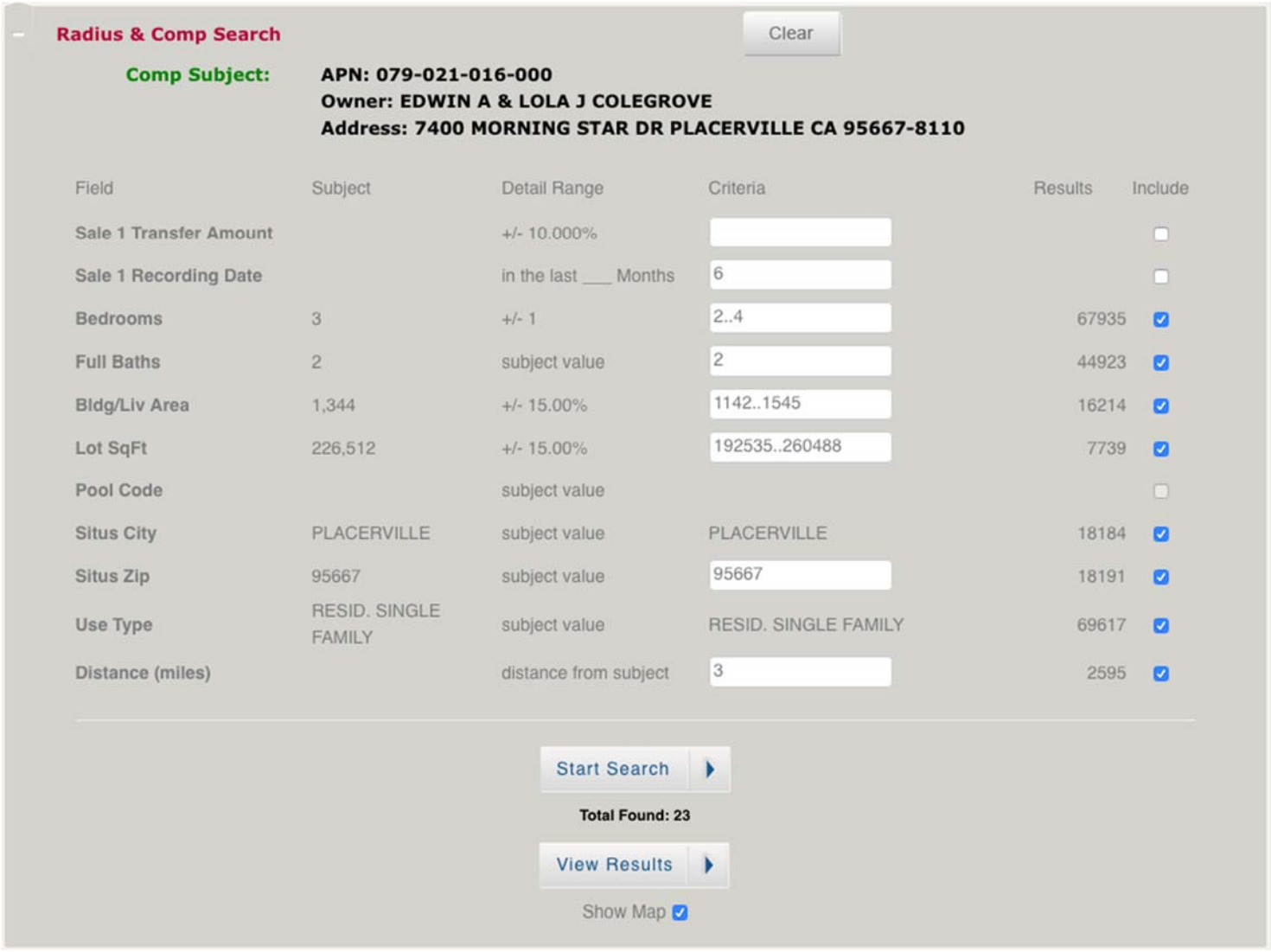
Radius Search

For this search, we are looking for all properties within a half mile radius of our subject. Once we have a total number found, we can then view them on the map page. Also, note that this search is based off of a center point or centroid of the subject and will only return results for those parcels whose centroids are in the radius.



Comp Search

For the Comp Search, you have multiple fields you can work with for your criteria. The initially entered values are based on some assumed defaults but you can modify the criteria as necessary and uncheck any fields you do not wish to include. Keep in mind that in order to compare various fields, the subject will need to have these fields populated so if any are blank, you would want to exclude them from your search. The best method is to change the filter as you need to get to an appropriate total number found and then you will have the option of viewing them on the map page.



Documents Search

This search feature allows you to specify a county and search for various kinds of recorded documents. Note that there is a fee for each document you download.

Tax Search (Aviator Level)

The Tax Search allows you to search by one or more tax agencies within a county. You can also specify if you want to search default bills using an amount and/or tax year. See below for an example in Sacramento where we are searching tax bills within two districts that have a default bill amount over $2,000 in 2015. The next image shows a resulting tax bill data page from this search.

Tax Summary

Oldest Delinquent Year	Known Amount Due	Default Number	Date Updated
2015	$2,945.41	161452348100	12/31/2018

Tax Year	Tax Rate Area	Bill Type	Bill Number	Updated
2018	006-019	Regular	18018557	12/31/2018

Details	Tax Code	Rate	Total
COUNTY GENERAL TAX		-	$2,497.18
CSA 1 LIGHTS CITY OF CH ZONE 3	0269	-	$17.88
SACRAMENTO AREA FLOOD CONTROL	0168	-	$2.22
WATER & DRAINAGE STUDIES - SCWA 13	0443	-	$6.92
		Total Taxes Due:	$2,524.20

Installment 1	Amount Due:	$1,262.10
	Due Date:	12/10/2018
	Paid Date:	11/20/2018
	Penalty Amount:	$0.00
Installment 2	Amount Due:	$1,262.10
	Due Date:	4/10/2019
	Paid Date:	-
	Penalty Amount:	$0.00

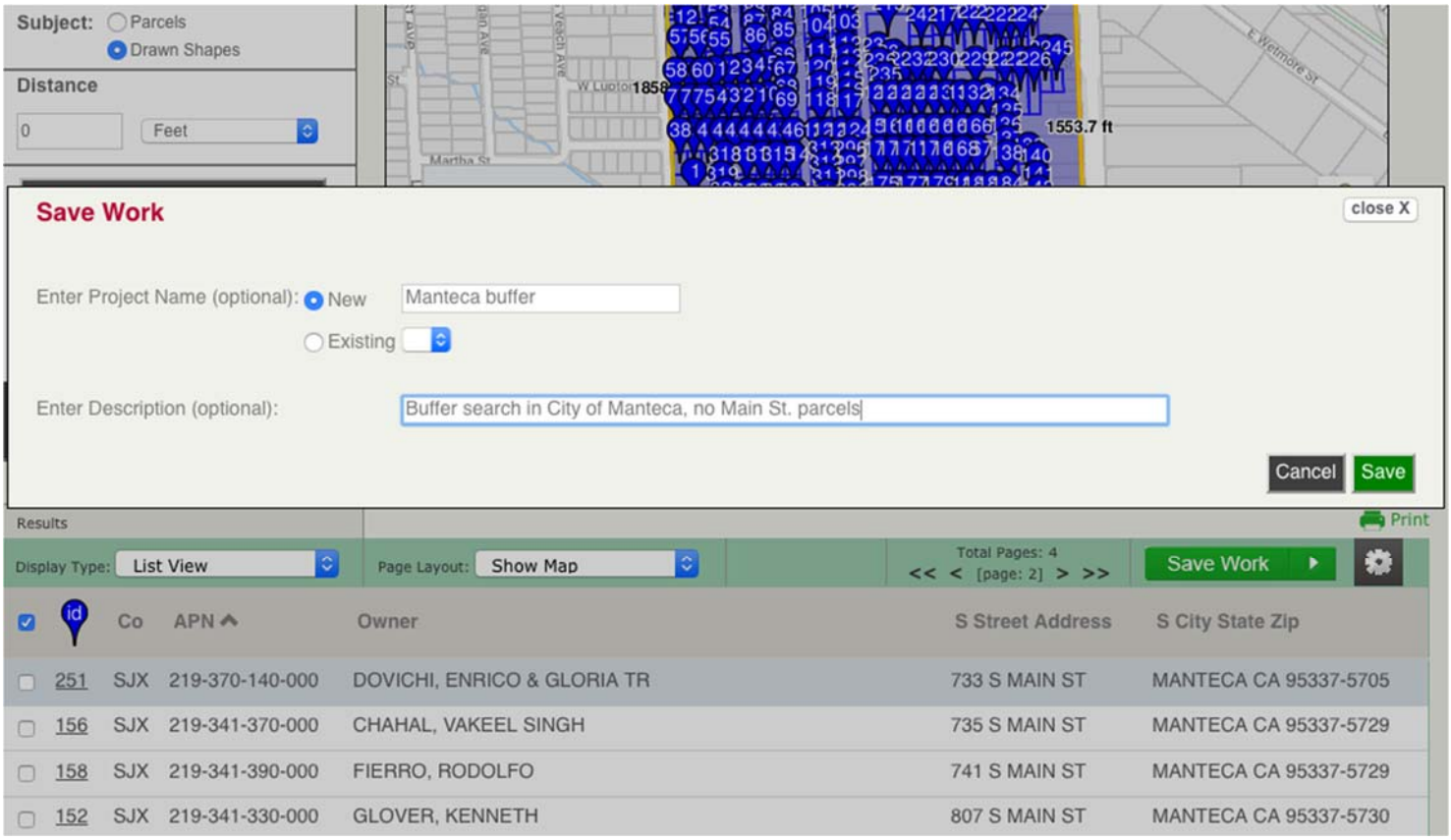
This data is provided for informational purposes only. It is deemed reliable but is not guaranteed. Additional information, including any applicable penalties, interest, redemption plans, additional delinquencies, and more, may be available by contacting the County Tax Collector directly.

Saved Work Search

With the Saved Work feature, you have the ability to preserve your current work session and return to it at a later time. This is a helpful option if you have just ran a complicated search or have specific parcels unchecked from your list of results. No matter what the state is of your active session, using Saved Work allows you to keep your place so you can come back later on if need be.

Check out the first image below for an example of Saved Work in progress. As you can see, we have first ran a search, then unchecked certain parcels and now we are ready to save the results. For the save options, you can either enter a new project name or save over an existing one. You can also enter a description of the project if so desired. If neither field is filled out, a default description will be assigned showing the date and time the project was saved.

See the second image for an example of each save type which is accessed from the Advanced Search menu. Here is where you can load a previously saved session as well as edit or delete your saved work projects.



Advanced Search → Saved Work

Finance Tab (Aviator Level)

From a parcel's Detail View, you can access the Finance tab to see data such as estimated market value, total outstanding loans, available equity and more. If available, you can also view up to the last three loans on the property. See below for a sample Finance data page.

Equity (As of 2/3/2006)

Estimated Market Value:	$140,140
Total Outstanding Loans:	$205,200
Loan to Value Ratio:	139
Available Equity:	$0
Lendable Equity (80% LTV):	$0

Market Value (As of 9/21/2018)

Estimated Market Value:	$225,000
Low-End Market Value:	$177,000
High-End Market Value:	$274,000
Confidence Score:	65
Forecast Std Dev:	21

First Position Loan

Loan Date:	10/7/2004	Loan Type:	CONVENTIONAL OR UNKNOWN
Doc #:	66850	Interest Rate:	5.84
Loan Value:	$173,200	Interest Rate Type:	FIXED
Lender Code:	3922	Credit Line?:	UNKNOWN
Lender Type:	FUNDING/FINANCE COMPANY	Transaction Type:	REFINANCE
Lender Name:	RESOURCE LENDERS		

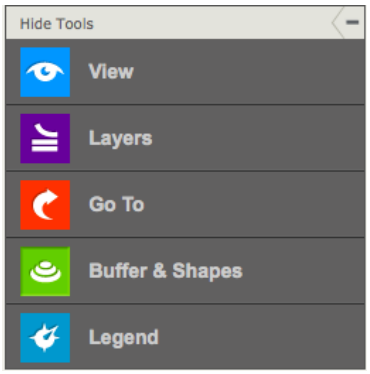
Second Position Loan

Loan Date:	2/3/2006	Loan Type:	CONVENTIONAL OR UNKNOWN
Doc #:	9657	Interest Rate:	6.05
Loan Value:	$32,000	Interest Rate Type:	VARIABLE
Lender Code:	14797	Credit Line?:	CREDIT LINE
Lender Type:	FUNDING/FINANCE COMPANY	Transaction Type:	EQUITY
Lender Name:	COUNTRYWIDE HM LNS		

Third Position Loan

No loan data

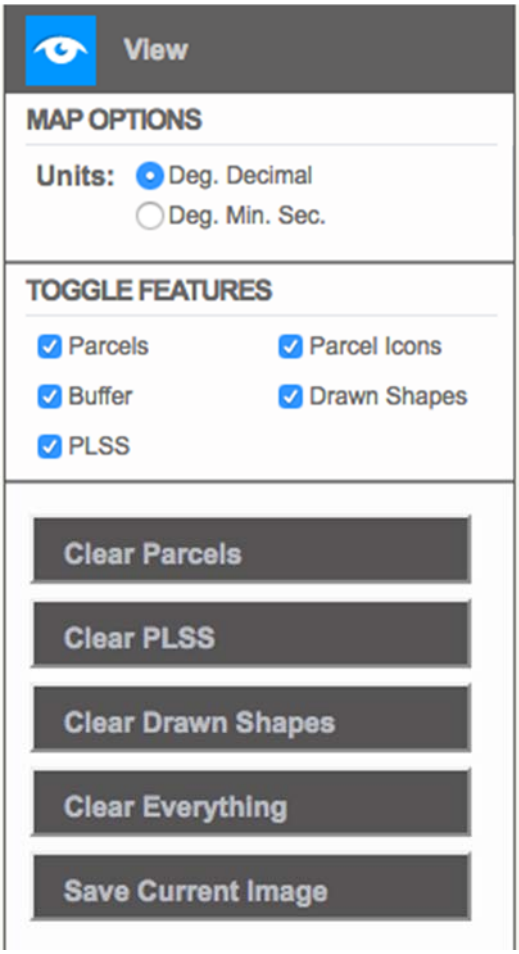
Map Tools



Located to the left of the Google map, you can choose View, Layers, Go To, Buffer & Shapes or Legend to access additional map functions. This menu is also where you can enlarge the map window by clicking on Hide Tools to minimize the map tools.

When you have opened any of the map tool menus, you can quickly change to another menu by using the shortcut bar at the bottom of the current menu. This bar is shown here for reference. You can also click the arrow at the end of the bar to collapse the currently opened menu.

View Menu



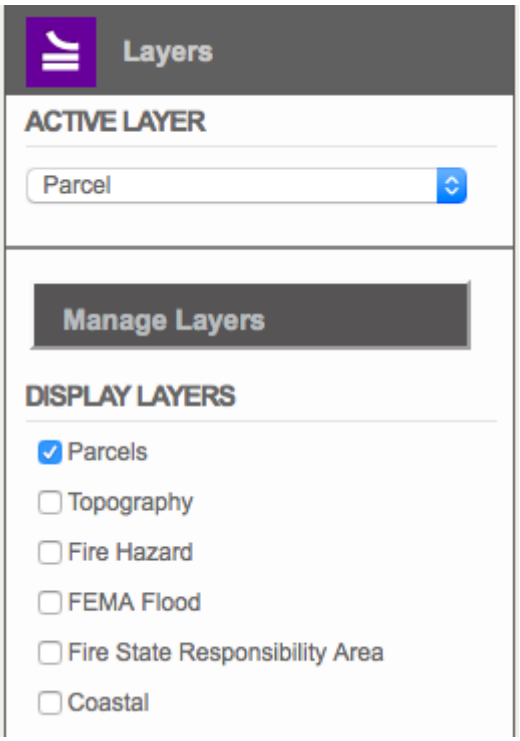
<u>Map Options</u>
Units: Deg. Decimal – Displays the lat-long coordinates in decimal degrees format.
Units: Deg. Min. Sec. – Displays the lat-long coordinates in degrees, minutes and seconds format.

<u>Toggle Features</u>
Parcels – Turn on/off boundary lines for selected parcels.
Parcel Icons – Turn on/off pushpin icons.
Buffer – Turn on/off current buffer boundary and interior shading.
Drawn Shapes – Turn on/off currently active points, lines and/or areas.
PLSS – Turn on/off PLSS section boundaries for selected sections.

<u>Clear Features</u>
Parcels – Clears all selected and unselected parcel boundary lines on the map and parcel data in the list view.
PLSS – Clears all PLSS section boundaries.
Drawn Shapes – Clears all active points, lines and/or areas.
Everything – Clears everything on the Google map and any parcel data in the list view.

<u>Save Current Image</u>
Use this tool to make a screen capture of the map as a JPG or PNG file, depending on your preferences. You can then either open or save the file and from there you can print, copy or email the image.

Layers Menu



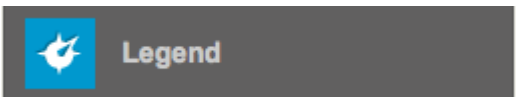
Active Layer
Parcel – Default active layer that allows you to left click the map and activate a parcel boundary.
PLSS – Switching to this layer allows you to left click the map and activate a section boundary of the Public Land Survey System.

Manage Layers
Click this button to go to your layers preferences where you can add or remove which layers to display.

Display Layers
Parcels – Displays all parcel boundaries for the area currently being viewed. Set view at zoom 15 to 19 to see this layer.
Note: Property data is not shown until individual parcels are selected.
Topography – Displays the USGS topography layer. Set view at zoom 16 or below to see this layer.
Fire Hazard – Displays the Dept. of Forestry fire hazard layer. Set view at zoom 15 or below to see this layer.
FEMA Flood – Displays the flood plain zones as determined by FEMA.
Fire SRA – Displays where the various Fire Responsibility Areas are located, whether local, state or federal.
Coastal – Displays the coastal zone region as determined by the Coastal Commission.

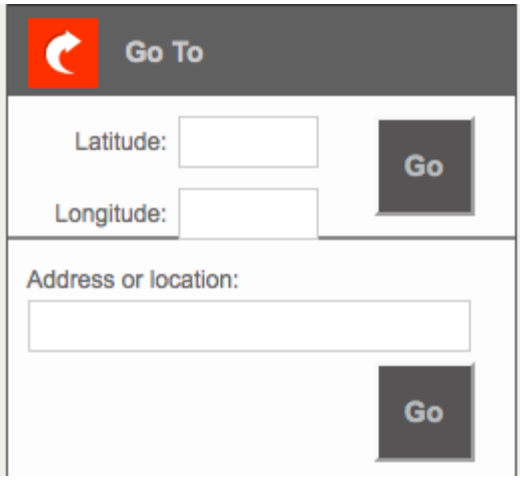
Note: Additional layers may be available than what is shown here as further site development occurs. You can refer to the full list by clicking Manage Layers.

Legend Menu



Note: To view the descriptions for each layer's color code, refer to the Legend menu in the Map Tools.

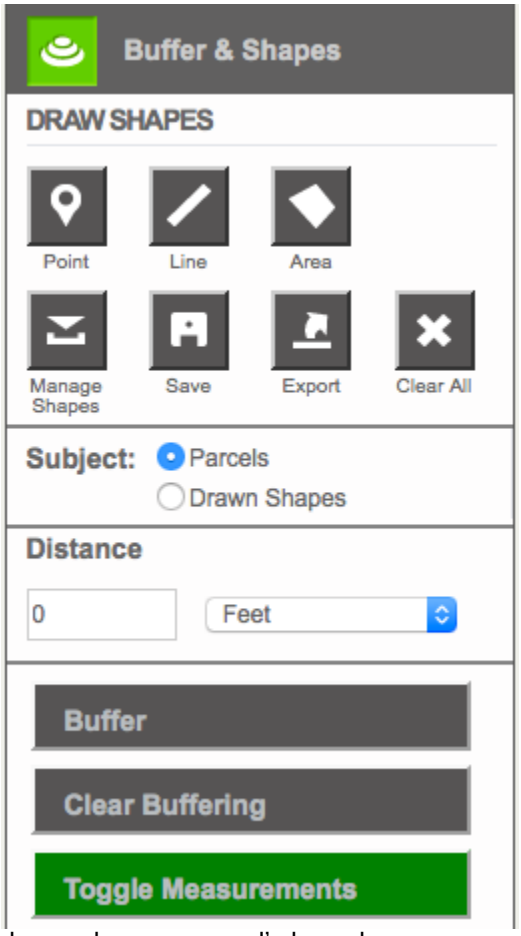
Go To Menu



Latitude/Longitude
In addition to searching by lat-long from the Advanced Search, you can also fly to specific coordinates within the Google map. This search area will allow you to display multiple points on the map if you so choose.

Address or Location
This search option works the same as Get Me Close, where you can search by an address, cross streets, or a location, directly from the Google map.
Note: You can remove the resulting pushpin for either search by left clicking on it and then clicking the remove button.

Buffer & Shapes Menu



Draw Shapes
Point – Set a point by left clicking on the map and then you can use it to find surrounding parcels with the buffer tool.
Line – To create a line, left click on the map at the starting point, then move your mouse and continue left clicking to create multiple line segments. Once you have finished your line, click back on the green starting point.
Area – To select an area, left click on the map at each desired point, then follow the last left click with a click on the green starting point.
Manage Shapes – This menu item gives you access to your previously saved shapes which you can either load or delete.
Save – Allows you to save a currently active point, line, and/or area.
Export – Allows you to export a currently active point, line, and/or area to a KML file.
Clear All – This option allows you to remove all drawn shapes from the map at once. **Note:** If you would like to remove individual shapes, you first need to left click on the shape and then click the remove button in the popup box.

Subject
Parcels – Choose this option to buffer from one or more parcels.
Drawn Shapes – Choose this option to buffer using one or more shapes.

Distance
Enter a number for the buffer distance and choose either feet, meters or miles. **Note:** When buffering an area, enter a zero for the distance and you can return all parcels inside the shape.

Buffer
Click this button when you want to find all parcels within a certain distance of a drawn shape or parcel's boundary.

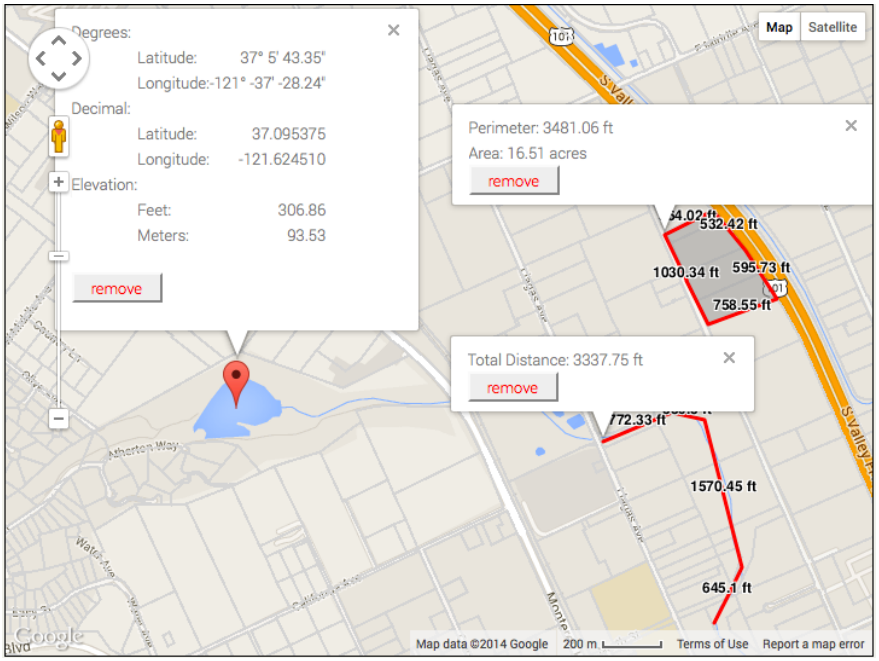
Clear Buffering
Click this button to remove the current, outlined buffer area. This will not remove any parcels, shapes or other features, only the shaded buffer area.

Toggle Measurements
Click this button to turn off or on the distance measurements for the drawn shapes.

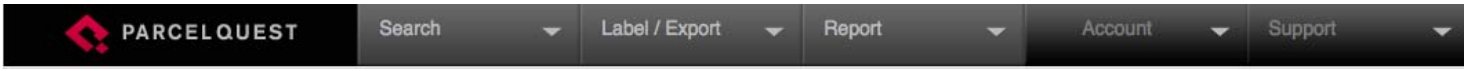
Display Shape Calculations

In order to display the various shape calculations, lat/long and elevation for the point shape, total distance for the line shape and total perimeter and area for the area shape, you need to left click on the shape after you have drawn it.

Note: If your shape is to be contained inside an active parcel, you first need to toggle off the parcel boundary before drawing the shape. You can either left the parcel on the map or uncheck it from the list.



Additional Top Bar Menus



ParcelQuest Logo

Click on the ParcelQuest logo to return to the Quick Search screen and begin a new search. **DO NOT** click on the browser's Back button as this will end your session and log you out.

Search

This menu gives you easy access to modify or run a new Quick Search. You can also link to the Advanced Search from here.

Label/Export

APN Map – Use this function to save a copy of the corresponding parcel map(s) in either .tiff or .pdf format based on the parcels you currently have selected.
Label (.pdf) – This tool allows you to create a sheet of mailing labels for either the situs or mailing address of each selected property. Labels are formatted for the Avery 5160 template that have 30 labels on a sheet.
CSV (spreadsheet) – With the Export function, you can view your results in a .csv (comma separated values) file in Excel or other compatible program. **Address** includes: APN, Owners, Situs/Mailing Address. **Address, Values** includes: 'Address' items plus assessment values, TRA, and other assessment fields. **Address, Values, Char** includes: 'Address' and 'Values' items plus sales and characteristics information.
CSV Default Tax – For any properties in your results with a default tax bill, this export adds the following fields to the 'Address' and 'Values' items: OLDESTDELYR, DEFAULTAMT, DEFNUMBER, TAXUPDATED.
ESRI (.shp) – This tool allows you to create a parcel clipping, which joins the currently selected parcel shapes with their county data based on the level you choose. See the Export section for what's included in each.
KML (.kml) – This tool is similar to the ESRI shapefile export but instead you get a Google KML file as the output.

Report

Detail – This report is a PDF copy of the Assessor Data page that shows all of a property's data on one page.
List – This report is a PDF copy of the list that displays below the map, showing APN, owner name, and situs address.
Short – The Short report is a PDF copy of five properties per page that gives a summary of each one's data.
Soil – The Soil report is a PDF copy of the USDA Soils page that shows the soil data and overlay for the parcel.

Note: Additional reports may be available than what is shown here as further site development occurs. You can refer to the full list by clicking Manage Reports.

Manage Items/Reports

Within the Label/Export and Report menus, you can go to your preferences using the Manage button and choose to add or remove which items to display.

Account

Account Home – Click here to view a summary of your user account and billing information. You can also change your login and password from here and view purchased documents.
Purchases – This menu gives you access to view and download your purchased documents.
Upgrade Services – Click here if you wish to upgrade your service to either Navigator or Aviator.
My Preferences – Click here to set user preferences such as default county, list size and map viewer. You can also access your other menu preferences from here.
My Labels/Export – This menu allows you to add or remove which export items display in the Label/Export top menu.
My Reports – This menu allows you to add or remove which reports display in the Report top menu.

My Layers – This menu allows you to add or remove which layers display in the Layers map tool menu.
My List View – This menu allows you to add or remove which fields display and in what order in the list view below the map.
Log Out – Click this link to end your current session and be taken back to the log in screen.

Support

Check out this menu for such helpful items as: current news and updates, webinar information, video tutorials, online user guide, new site changes, glossaries, data and map troubleshooting and links to contact us.

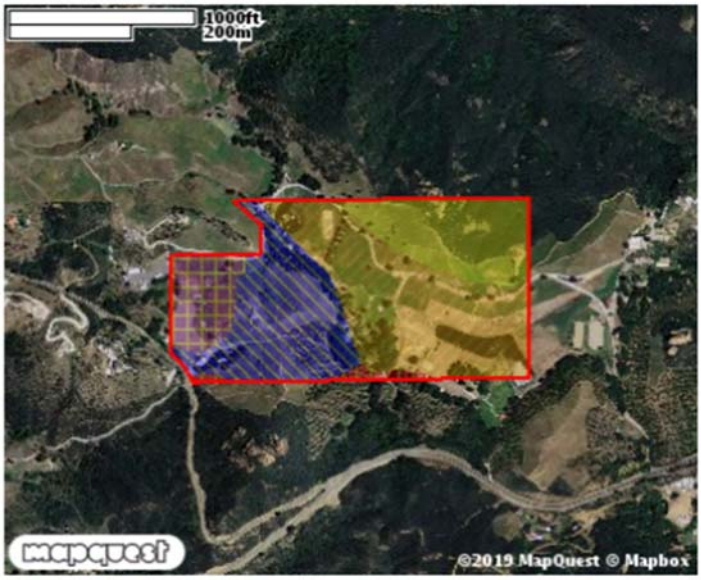
Appendix

Soil Report Sample & Terms

Slope Gradient Component - The difference in elevation between two points, expressed as a percentage of the distance between those points.

Irrigated/Non-Irrigated Capability Class - The broadest category in the land capability classification system for soils. This column displays the dominant capability class, under irrigated or non-irrigated conditions.

Storie Index - A rating system based on soil characteristics that govern the land's potential utilization and production capacity.



USDA Soils Legend

Symbol	Name	Slope Grade	Irr. Cap. Class	Non-Irr. Cap. Class	Storie Index	Acres	Parcel %
0170	Cotharin clay loam, 30 to 75 percent slopes	52.5		7	6	14.841	19.93
1175	Cotharin-Talepop association, 30 to 75 percent slopes	52.5		7	6	1.235	1.66
2176	Cotharin-Talepop association, 15 to 50 percent slopes	32.5		7	11	20.717	27.82
3190	Kayiwish association, 0 to 9 percent slopes	5		6	16	30.248	40.61
4190	Kayiwish association, 0 to 9 percent slopes	5		6	16	7.438	9.99
					Total Acres:	74.480	

County Code Translations

ALA	Alameda
ALP	Alpine
AMA	Amador
BUT	Butte
CAL	Calaveras
COL	Colusa
CCX	Contra Costa
DNX	Del Norte
EDX	El Dorado
FRE	Fresno
GLE	Glenn
HUM	Humboldt
IMP	Imperial
INY	Inyo
KER	Kern
KIN	Kings
LAK	Lake
LAS	Lassen
LAX	Los Angeles
MAD	Madera
MRN	Marin
MPA	Mariposa
MEN	Mendocino
MER	Merced
MOD	Modoc
MNO	Mono
MON	Monterey
NAP	Napa
NEV	Nevada
ORG	Orange
PLA	Placer
PLU	Plumas
RIV	Riverside
SAC	Sacramento
SBT	San Benito
SBD	San Bernardino
SDX	San Diego
SFX	San Francisco
SJX	San Joaquin
SLO	San Luis Obispo
SMX	San Mateo
SBX	Santa Barbara
SCL	Santa Clara
SCR	Santa Cruz
SHA	Shasta
SIE	Sierra
SIS	Siskiyou
SOL	Solano
SON	Sonoma
STA	Stanislaus
SUT	Sutter
TEH	Tehama
TRI	Trinity
TUL	Tulare
TUO	Tuolumne
VEN	Ventura
YOL	Yolo
YUB	Yuba