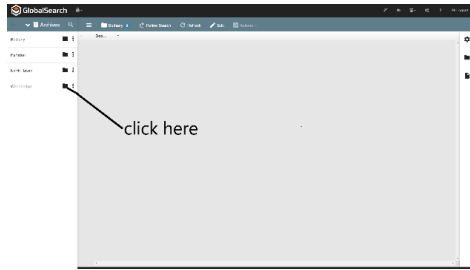


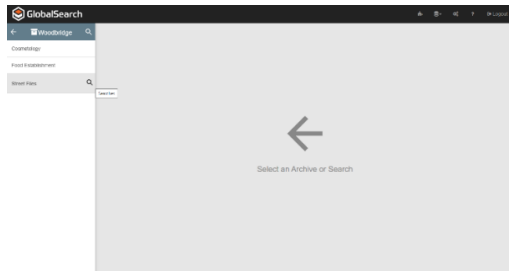
## STEPS TO NAVIGATE THE GLOBAL SEARCH PUBLIC PORTAL

<https://public-gvhd.mysquare9.com>

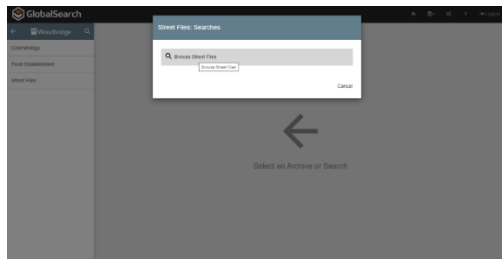
#1 Left click the **folder** of the town you are searching for. (Bethany, Hamden, North Haven, or Woodbridge)



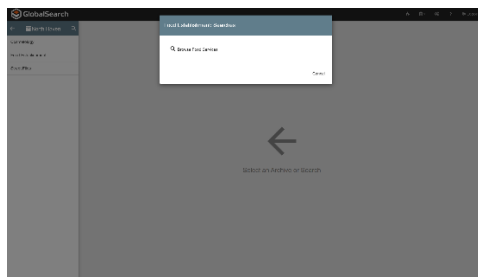
#2 Hover your cursor over the category you are searching for (Cosmetology, Food Establishment, or Street Files). Left click the magnifying glass next to the desired category. **Note: Septic and Well information can be found in the street files**



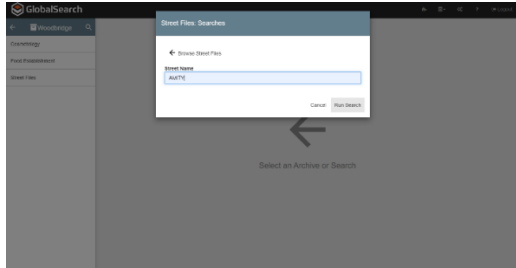
#3 To browse street files. Left click browse



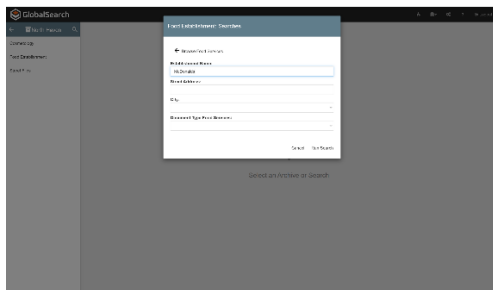
#3A To browse food or cosmetology establishments. Left click browse



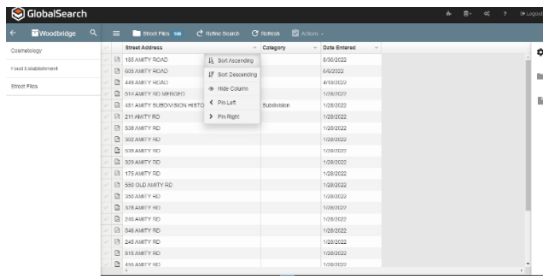
#4 For street files enter the street name. Left click run search.



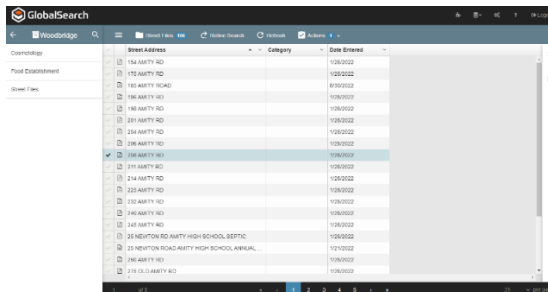
#4A For food establishments and cosmetology establishments enter establishment name. (You will get the best results by entering establishment name, not address or city) Left Click run search.



#5 To view files numerically left click the down arrow (v) in the first-row street address column. Left click sort ascending/descending.

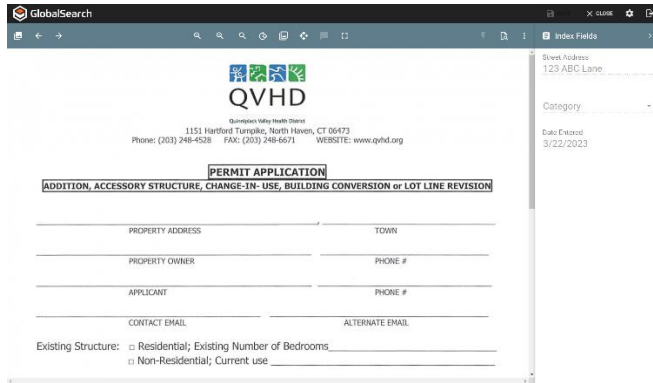


#6 Double left click the address or establishment you are searching for.



## TO PRINT:

Left click three vertical dots in the upper blue ribbon.



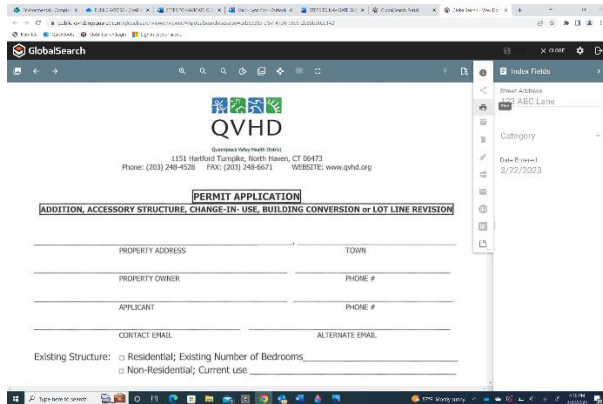
The screenshot shows a web browser window titled "GlobalSearch" displaying the QVHD (Quinnipiac Valley Health District) permit application form. The form is titled "PERMIT APPLICATION" and includes the following sections:

- QVHD Contact Information:** 1151 Hartford Turnpike, North Haven, CT 06473. Phone: (203) 248-4528. FAX: (203) 248-6671. WEBSITE: www.qvhd.org.
- Form Title:** PERMIT APPLICATION  
ADDITION, ACCESSORY STRUCTURE, CHANGE-IN-USE, BUILDING CONVERSION or LOT LINE REVISION
- Form Fields:**
  - PROPERTY ADDRESS (text input)
  - TOWN (text input)
  - PROPERTY OWNER (text input)
  - PHONE # (text input)
  - APPLICANT (text input)
  - PHONE # (text input)
  - CONTACT EMAIL (text input)
  - ALTERNATE EMAIL (text input)
- Existing Structure:**
  - Residential; Existing Number of Bedrooms \_\_\_\_\_
  - Non-Residential; Current use \_\_\_\_\_

The right sidebar of the browser shows the "Index Fields" panel with the following information:

- Street Address: 123 ABC Lane
- Category: \_\_\_\_\_
- Date Entered: 3/22/2023

Left click print icon, print with annotations. This will create a PDF file for you to save, print etc.



This screenshot is identical to the one above, showing the QVHD permit application form in a browser window. The print icon (represented by three vertical dots) in the upper right corner of the browser's address bar area is highlighted with a mouse cursor, indicating the step to click it to print the form with annotations.