

REQUEST FOR RELEASE OF DOCUMENTS HELD IN SAFE CUSTODY

DOCUMENT REQUEST

Whose documents are being requested:

Client 1:	
Client 2:	
Address:	
Telephone:	()
Email:	

Are you the person whose document(s) are being requested?

Yes OR No

If no, please outline who you are and the authority upon which you rely on to make this request:

Individual 1:			
Address:			
Telephone:	()		
Email:			
Authority to request:	<input type="checkbox"/> Attorney/Administrator	<input type="checkbox"/> Executor	<input type="checkbox"/> Other:

Individual 2:			
Address:			
Telephone:	()		
Email:	()		
Authority to request:	<input type="checkbox"/> Attorney/Administrator	<input type="checkbox"/> Executor	<input type="checkbox"/> Other:

AUTHORISATION / IDENTIFICATION

Requesting Party:

1. **One form of Primary ID required for requesting party (must be original or certified[†] copy):**

Australian driver licence OR Australian passport OR Foreign passport

2. **and if you are not the person whose documents are being requested:**

Attorney / VCAT Administrator	<input type="checkbox"/>	* Certified [†] copy of Power of Attorney OR VCAT Administration order
	<input type="checkbox"/>	* Evidence of a lack of decision making capacity [‡] – Original or certified [†] copy medical certificate (If the person has capacity, they need to sign this authority)
Executor / Administrator	<input type="checkbox"/>	* Evidence of death – original or certified [†] copy of death certificate
	<input type="checkbox"/>	* Grant of probate / letters of administration (if we don't hold the last Will)
Other evidence (if not within above categories)	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>

**required*

Note: † Certified copy means a photocopy of your ID certified by a lawyer, medical practitioner, pharmacist, JP, accountant or police officer. An uncertified photocopy is not sufficient. You can email certified ID. Alternatively, you can bring your original identification documents to Parke Lawyers.
Multiple attorneys/executors - written authorisation and certified ID is required from all parties.

- ‡ At a minimum, evidence of a lack of decision making capacity will require a letter from a registered medical practitioner stating in their opinion:
- i. the person does not have decision making capacity; and
 - ii. the reason for lack of decision making capacity.

METHOD OF COLLECTION

Choose <u>one</u>	Method of collection
	Personal collection from Ringwood offices
	Regular post
	Express post
	Registered Post
Please also tick below if required urgently	
	Urgent (less than 5 business days) - fee applies*

DOCUMENTS REQUESTED

Original Wills will only be released to the Will maker or their lawyers

Choose one	
	Complete packet containing all original document(s) held in safe custody
	Specified document(s) as follows:

NOTE:

Urgent requests requiring retrieval from our offsite facility will incur a charge of \$165 including GST. That fee is payable in advance.

AUTHORITY TO RELEASE

I warrant that I am duly authorised to make this request for documents and hereby authorise and direct Parke Lawyers Pty Ltd to release the requested documents:

Signature:	1	2
	_____	_____
Name:	_____	_____
Date:	_____	_____

WHAT HAPPENS NEXT?

1. Once completed, please print and sign this form and post it to Parke Lawyers, GPO Box 66, MELBOURNE VIC 3001 or deliver it to our offices in Ringwood.
2. We will assess your request within 5 business days from the date of receipt and confirm then confirm the next steps.
3. Once all requirements are met, we will release the documents in person or by using the pre-addressed envelope supplied by you.