

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

*What firm are the requested documents from?
(Drop-down) ***Required**

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

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

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

AUTHORISATION/IDENTIFICATION

Requesting Party:

One form of Primary ID required for requesting party (note must be original or certified* copy):

☐ Australian driver's licence **OR** ☐ Australian Passport ☐ NSW Photo Card

And if you are not the person whose documents are being requested:

Attorney	<input type="checkbox"/>	* Certified copy of Power of Attorney OR Financial order.
	<input type="checkbox"/>	* Evidence of incapacity – 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 / letter of administration (if we don't hold the final Will)
Other evidence (if not within above categories)	<input type="checkbox"/>	<div></div>

***required**

Note: A **certified copy** means a photocopy of your ID certified by a solicitor, barrister, health professional registered with the Australian Health Practitioner Regulation Agency, Justice of the Peace (with a registration number), accountant or police officer. **An uncertified photocopy is not sufficient.** You can email a certified ID. Alternatively, you can bring your original photo ID to O'Hearn Lawyers, and we will certify it. If you would like us to certify documents, you will need to contact our office to arrange an appointment in the first instance. Please note we are by appointment only if you wish to attend the office. **Multiple Attorneys/Executors** written authorisation and certified photo ID are required from all parties.

DOCUMENTS REQUESTED

We can only release original Wills to the Willmaker

Choose one		Original	Certified	Not Certified	Number of copies
	Complete packet containing all original document(s) held in safe custody				
	Specified document(s) as follows: _____				

MODE OF COLLECTION

Choose one	Collection Method
	Personal collection
	Email
	Regular post
	Registered Post
Please also tick below if required urgently	
	<input type="checkbox"/> Urgent (less than 5 business days)

AUTHORITY TO RELEASE

I warrant that I am duly authorised to make this request for documents and hereby authorise O'Hearn Lawyers to release the requested documents:

Signature: 1 _____ 2 _____

Print name: _____ _____

Date: _____ _____

WHAT HAPPENS NEXT?

1. Once completed, please print and sign this form and email executed form to safecustody@ohlaw.com.au
2. We will assess your request within 5 business days.
3. Once assessed, if we have further requirements, we will contact you.
4. Once all requirements are met, we will deliver the documents as per mode of collection.

O'Hearn Lawyers Pty Limited
ACN 630 101 585
T 02 4951 8199
E lawyers@ohlaw.com.au
www.ohlaw.com.au

Level 2, 84 Nelson Street Wallsend NSW 2287
PO BOX 280 Wallsend 2287
Suite 4, 4 Central Avenue Salamander Bay NSW 2317
PO BOX 93 Salamander Bay 2317

