

REQUEST FOR RELEASE OF DOCUMENTS HELD IN SAFE CUSTODY

Please email completed form to info@wjmlawyers.com.au

DOCUMENT REQUEST Whose documents are bei									
Client 1:									
Client 2:									
Address:									
Telephone: ()								
Email:									
Are you the person whose d	document(s) are being requested?								
CS OK	_ 140								
If no, please outline who you	u are and the authority you rely on to r	make this request:							
Individual 1:									
Address:									
Telephone:	()								
Email:									
Authority to request:	Attorney/Administrator	Executor	Other:						
Individual 2:									
Address:									
Telephone:	()								
Email:									
Authority to request:	Attorney/Administrator	Executor	Other:						
AUTHORISATION/IDEN Requesting Party:	NTIFICATION								
One form of Primary ID requ Australian driver's licer	uired for requesting party (note must b								
And if you are not the pers	son whose documents are being re	equested:							
* Certified copy of Power of Attorney OR VCAT Administration order * Evidence of incapacity – Original or certified copy Medical Certificate (If the person has capacity, they need to sign this authority)									
Executor / Administrator	* Evidence of death – Original or certified copy of Death Certificate * Grant of probate / letter of administration (if we don't hold the final Will)								
Other evidence (if not within above categories)									
	*required								
officer. An ur	py means a photocopy of your ID certi ncertified photocopy is not sufficient. Y , you can bring your original photo ID to	You can email certified ID.	ctitioner, pharmacist, JP, accountant or ve will certify.	· police					

Multiple Attorneys/Executors written authorisation and certified photo ID is 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 (you will be required to pay the postage fee in advance)

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I warrant that I am duly authorised to make this request for documents and hereby authorise Whyte, Just & Moore 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 signed form to info@wjmlawyers.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.