



REQUEST FOR RELEASE OF DOCUMENTS HELD IN SAFE CUSTODY

Please email completed form to [info@wjmlawyers.com.au](mailto:info@wjmlawyers.com.au)

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 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:

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

Australian driver's licence     **OR**      Australian Passport

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 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"/>	<input 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 photo ID to Whyte, Just & Moore and we will certify.

**Multiple Attorneys/Executors** written authorisation and certified photo ID is required from all parties

