



REQUEST FOR RELEASE OF DOCUMENTS HELD IN SAFE CUSTODY

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

DOCUMENT REQUEST

Whose documents are being requested:

Form with fields for Client 1, Client 2, Address, Telephone, and Email.

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

Yes OR No checkboxes

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

Form for Individual 1 with fields for name, address, telephone, email, and authority to request.

Form for Individual 2 with fields for name, address, telephone, email, and authority to request.

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 checkboxes

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

Form with checkboxes for Attorney / VCAT Administrator, Executor / Administrator, and Other evidence.

\*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

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## 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: _____				

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## 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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## AUTHORITY TO RELEASE

*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:     \_\_\_\_\_     \_\_\_\_\_

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## WHAT HAPPENS NEXT?

1. Once completed, please print and sign this form and email signed form to [info@wjmlawyers.com.au](mailto: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.

T 03 5222 2077  
E [info@wjmlawyers.com.au](mailto:info@wjmlawyers.com.au)  
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WHYTE, JUST & MOORE - LAWYERS