



Document Release Form Individuals

This is to request information or apply for release of documentation about your own affairs.

Please:

1. Complete this form and read through **Note** below; and
2. Provide certified copies totalling 100 points of identification from the following list:
 - Australian passport (expired no more than 2 years) - **70 points**
 - Birth certificate (*and evidence of change of surname, eg. Marriage Certificate*) - **70 points**
 - Citizenship certificate – **70 points**
 - Current Australian drivers licence - **40 points**
 - Medicare card or pension card - **25 points**
 - Current credit card or ATM access card issued by a financial institution - **25 points**
 - Passbook or statement from a bank, building society or credit union (not more than 12 months old) - **15 points**
 - Telephone, gas or electricity account (not more than 12 months old) - **15 points**
 - Water or Council rate notice (not more than 2 months old) - **15 points**

Your details:

Full Name : _____

Residential Address: _____

Date of Birth: _____

Signature: _____ Date: _____

Declaration: I declare that this information is true and correct

Information Required:

I request from Rennick & Gaynor the following (please tick):

Original	Copy	Certified Copy	Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power of Attorney _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* Title for the property at _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lease/s for the property at _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trust Deed/s for _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Court Orders for _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify) _____

Note: Whilst you may request the above information, there is no certainty that we are able to comply with your request.

(a) It is recommended that requested documents are collected or provide your prepaid express post/registered mail envelope.

(b) *For a Title: (i) if the Title is in more than one name, provide written authority from all parties, together with their relevant document release form downloaded from our website; (ii) if one proprietor is deceased, certified copy of death certificate (for joint tenants) or Grant of Probate/Letters of Administration and download the document release form for deceased estates; (iii) if the Title is in a company name, download the Company document release form; and (iv) includes release of control of electronic Certificates of Title