

**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 style="width: 500px;" 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 Moores 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
<b>Please also tick below if required urgently</b>	
	Urgent (less than 5 business days)

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## AUTHORITY TO RELEASE

I warrant that I am duly authorised to make this request for documents and hereby authorise Moores 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 executed form to [safecustody@moores.com.au](mailto:safecustody@moores.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.