

Information Bulletin No 46

September 1993

Applications for Certified Copy New Procedures

Documents on Microfilm

Documents on microfilm are:

- Real Property Act dealings;
- Old System deeds Book 4000 and above;
- All cancelled manual folios Volume 8497 ('new form' folios);
- Some cancelled manual folios below Volume 8497 ('old form' folios): A filmex inquiry will show whether or not a cancelled folio has been microfilmed.

To apply for a certified copy of these:

1. Complete form 80-0170 Extra Fee Receipt (formerly LT7/143), indicating clearly that a **certified** copy of the relevant document is required and stating the Filmex address where appropriate;
2. Present the completed receipt form together with the prescribed fee to the cashiers for payment;
3. Lodge the receipt at the Document Copy Section counter. It should NOT be lodged via the public copy chutes;
4. The certified copy will be available for collection from the Document Copy Section counter within 30 minutes. The applicant will be required to sign for the copy.

Documents not on Microfilm

Documents not on microfilm are:

- Old System deeds below Book 4000;
- Current manual folios;
- Most cancelled manual folios below Volume 8497: check Filmex.

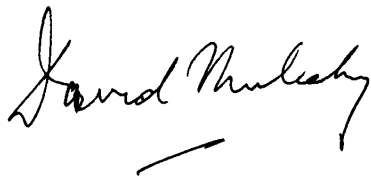
To apply for a certified copy of these:

1. Complete an Extra Fee Receipt and present it to the cashiers as for documents on microfilm (i.e. steps 1 and 2 above);
2. Lodge the receipt with the Court Officer, Public Records Section (in Basement 1);
3. The certified copy will be available within 24 to 48 hours depending on the availability of the original.

Form RP70 Application for a Certified Copy

All applications for a certified copy should be made on form 80-0170 as described above. As a consequence, an application for a certified copy may now be made only after the relevant instrument has been registered.

Inquiries relating to dealings may be made in person at the Client Service Counter, ground floor, by telephone on 9228 6713 or fax 9223 9464. Inquiries relating to plans should be made at the Plan Support Counter, level 2, North wing, Land and Property Information, 1 Prince Albert Road, Queens Square, Sydney by telephone on 9228 6798 or by fax on 9221 4405.

A handwritten signature in black ink, appearing to read 'David Mulcahy', with a horizontal line underneath the name.

David Mulcahy
Registrar General

Land Information Services Division

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