

# Application for sealed copy of order/s

**Fee \$30 for each sealed order requested** (includes postage) –full payment must be included with this request

## Methods of payment accepted

Credit/Debit Card	Post	Visa or MasterCard – please complete the ' <a href="#">Credit Card Payment</a> ' form. <b>DO NOT</b> write your credit card details on this form.
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**You should complete this form if you are a party to proceedings or a lawyer acting for a party and you require a sealed copy of order/s relating to the proceedings. Please provide a covering letter confirming you act for the party if you are not on the record.**

Part A		Your details	
Your name			
To help us identify you as the person applying for copies you <b>must</b> attach a photocopy of a photo ID – e.g. current driver's licence, passport or other form of photo ID.			
Postal address for delivery of documents:		State	Postcode
Email address:			
Contact number during office hours:			
Part B		Court file details	
Applicant's name (full name including any middle/aka/maiden names)		Date of birth	
Respondent's name (full name including any middle/aka/maiden names)		Date of birth	
File Number (if known)	(P)		
Part C		The orders you require	
<input type="checkbox"/> Copy of final orders <input type="checkbox"/> Copy of interim or procedural orders		Date Court Order made: ____ / ____ / ____	
Part D		I understand that it is a serious offence to make a deliberately false or misleading statement.	
Signature		Date:	

Lodge this form together with payment by post to the Family Law [Registry](#) where the orders were made.  
 Allow 10 working days for processing. This does not include time for postage.

**If you are unsure of any of the above details please call 1300 352 000**