



FAMILY LAW  
COURTS

# Document Request Form

Before you submit this form you must call the National Enquiry Centre on 1300 352 000

## Part A Your Details

If this application relates to a person other than you, a Notice of Address for Service or a letter of authority from this person is required.

Husband/Father (Full Name)	Date of Birth
	/ /
Wife/Mother (Full Name)	Date of Birth
	/ /
File Number	
Date of Marriage (if applicable)	Date of Divorce (if applicable)
	/ /

## Part B The document/s you require

Please indicate which document you require.

- Divorce Certificate (**NO PROOF OF IDENTITY REQUIRED**)
- Copy of Order Date Court Order made: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Type of Order: \_\_\_\_\_
- Copies of documents (please attach a list of documents required)

## Part C Proof of Identity

If you require a copy of orders or documents and intend to submit this form in person, we must see a current driver's licence, passport, student card or other photo ID in your name.

If you require a copy of orders or documents and intend to submit this form by mail, to help us identify the person applying for copies, someone else must complete this section (this person is referred to as the 'identifier').

### Declaration by identifier of applicant

I declare that I meet the requirements to make this declaration as follows:

- I am 18 years of age or older.
- I have known the applicant for the last 12 months. If less than 12 months, I have sighted proof of identity of the applicant.
- I am not related to the applicant by birth or marriage.

I declare that I have known the applicant for a period of \_\_\_\_ years and \_\_\_\_ months and vouch for their identity.

The identifier must complete each of the details set out below.

Family name of identifier	Given names of identifier		
Date of Birth	/ /	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address			
Suburb		State	Postcode
Your contact number during office hours			

I understand that it is a serious offence to make a deliberately false or misleading statement.

Identifier signature: \_\_\_\_\_ Date / /

**The Applicant must complete each of the details set out below**

Family name of applicant		Given names of applicant	
<input type="text"/>		<input type="text"/>	
Date of Birth	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address		State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>
Your contact number during office hours			
<input type="text"/>			

I understand it is a serious offence to make a deliberately false or misleading statement.

Applicant signature: \_\_\_\_\_ Date     /     /

**Part D Fees involved**

**Please check with the National Enquiry Centre or Family Law Registry to find out if your file has been archived before forwarding payment.**

**Payment must be included with this request.** Please indicate which file applies to you:

- \$15.00** (If file in registry or copy can be printed)
- \$26.00** (If file in archives and copy can't be printed)
- \$48.00** (For urgent requests if file in archives)
- 50cents** per page for photocopying of documents

**Part E Methods of payment accepted**

**Payment must be included with this request.**

- Cheque
- Money order
- Cash, debit – if paid in person at **Registry**
- Credit card (VISA OR MASTERCARD)

**Note: If paying by credit card please complete the 'Credit Card Payment Form' available from [www.familylawcourts.gov.au](http://www.familylawcourts.gov.au) . Do NOT write your card details on this form.**

**Cheques and Money orders should be made payable to: The Collector of Public Monies**

- **Official receipts must be produced when collecting documents in person**
- **Please allow 7-10 working days from receipt of your request and payment. This does not include time for postage.**

Please deliver the following documents to me by post at the above address **OR** the following address

\_\_\_\_\_

**OR**

Please make the following documents available for collection (you can only collect documents, between 8.45am and 4.30pm Monday to Friday, from the Registry where you requested them)

**Part F Signature**

<input type="text"/>	Date     /     /
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**Please lodge this form at a Family Law Registry or by post**