

**SDI**

Form 217

**ACT GOVERNMENT**

Registration of Deeds Act 1957 and Instruments Act 1933

Registrar-General's Office

**APPLICATION FOR SEARCH OR COPY OF A DEED OR INSTRUMENT****PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH))****PRIVACY NOTES**

The *Registration of Deeds Act 1957* and the *Instruments Act 1933* authorise the Registrar-General to collect the information required by this form in processing your application. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988 (C'wlth)*. However, the Registrar-General provides identifiable information to law enforcement organisations and authorised organisations that have the legal authority to request information under prescribed circumstances.

**GENERAL INFORMATION ABOUT DEEDS**

This form may be used to apply to the Registrar-General to search the register of deeds and obtain certified copies of registered deeds. A deed includes any document whether under seal or not other than a will, an instrument that is in accordance with the provisions of the *Land Titles Act 1925* and purports to transfer or otherwise deal with or affect an estate or interest in land under the provisions of that Act, or a document that evidences or purports to evidence a change of a person's name.

This office may not be able to provide copies of registered deeds immediately as the majority of the register is stored in archives. Copies of registered deeds are usually available the next working day for collection.

**GENERAL INFORMATION ABOUT INSTRUMENTS**

This form may be used to apply to the Registrar-General to search the register of instruments and obtain certified copies of registered instruments. An instrument includes a bill of sale, liens on crops, stock mortgages and related discharges.

This office may not be able to provide copies of registered instruments immediately as the majority of the registers are stored in archives. Copies of registered instruments are usually available the next working day for collection.

**FEES CURRENT TO 30 JUNE 2007**

The fee to search the register of deeds and obtain a copy of a registered deed is \$19.00 per page up to a maximum of \$58.00. The fee to search the register of instruments is \$12.00. To obtain a copy of a registered instrument is a further \$12.00. Payment can be made by cash, credit card, EFTPOS, money order or cheque, all cheques and money orders should be made payable to the Registrar-General. Applications paid by personal cheque will be held for 7-10 working days for the cheque to clear.

**CONTACT DETAILS**

The Registrar-General's Office is located in Allara House, corner of Allara Street and Constitution Avenue, Canberra City. Our postal address is PO Box 225, Civic Square ACT 2608. Our office hours are 8:30am to 4:30pm Monday to Friday. You may also download forms and information from our website at [www.rgo.act.gov.au](http://www.rgo.act.gov.au) or contact this office on (02) 6207 0460.

**Telephone Interpreter Services**

If English is not your first language, and you need help with this form, please telephone 131 450 for assistance 24 hours a day.

ENGLISH	If you need interpreting help, telephone:
ARABIC	: إذا احتجت لمساعدة في الترجمة الشفوية، إتصل برقم الهاتف:
CHINESE	如果你需要传译员的帮助，请打电话:
CROATIAN	Ako trebate pomoć tumača telefonirajte:
GREEK	Αν χρειάζεστε διαμενέα τηλεφωνήστε στο:
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-għajjuna t'interpretu, ċempel:
PERSIAN	اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ako vam je potrebna pomoć prevodnioca telefonirajte:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümana ihtiyacınız varsa lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông ngôn hãy gọi điện thoại:

**TRANSLATING AND INTERPRETING SERVICE**  
**131 450**

Canberra and District - 24 hours a day, seven days a week

**SDI**

Form 217



Application No

**ACT GOVERNMENT***Registration of Deeds Act 1957 and Instruments Act 1933***Registrar-General's Office****APPLICATION FOR SEARCH OR COPY OF A DEED OR INSTRUMENT****DETAILS OF LODGING PARTY**

Surname

Given names

Name of organisation

Telephone number during business hours

E-mail address

**TYPE OF DOCUMENT BEING SEARCHED OR COPIED**

Deed type

Instrument type

**INFORMATION TO BE SEARCHED**

This may include the name/s of a party/s to the deed or instrument or the registration number

Surname

Given names

Registration number

Is a copy required

Surname	Given names	Registration number	Is a copy required

**RESULT OF SEARCH (Office Use Only)**

Name of person 1 who searched the register

Signature of person 1 who searched the register

Name of person 2 who searched the register

Signature of person 2 who searched the register

Was a result found

Total fee payable

\$

Comments