



BIRTHS, DEATHS AND MARRIAGES
OFFICE OF REGULATORY SERVICES
Department of Justice and Community Safety
**APPLICATION TO SEARCH A DEED
OR INSTRUMENT**



Form 217 - SDI

Registration of Deeds Act 1957
Instruments Act 1933

IMPORTANT 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 *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 purports to change a persons 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. We are unable to fax the documents.

IMPORTANT INFORMATION ABOUT INSTRUMENTS

The 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 crop, stock mortgages, and related discharges.

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

FEES CURRENT TO 30 JUNE 2011

The fee to search the register of deeds and obtain a copy of a registered deed is \$20.00 per page with a maximum fee of \$66.00.

The fee to search the register of instruments is \$14.00. To obtain a copy of a registered instrument is a further \$21.00. If a copy of the deed or instrument is to be forwarded by post, an additional \$8.00 registered person-to-person postage fee is payable.

Payment can be made by cash, credit card, EFTPOS, money order or cheque. All cheque and money orders should be made payable to the Office of Regulatory Services. Applications paid by personal cheque will be held for 7-10 working days for the cheque to clear.

PRIVACY INFORMATION

The *Registration of Deeds Act 1957* and the *Instruments Act 1933* authorises the Registrar-General to collect the information required by this form. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988* (C'wlth).

CONTACT INFORMATION

Send completed forms to the Office of Regulatory Services: GPO Box 158, Canberra ACT 2601
Lodge in person at the Office of Regulatory Services: 255 Canberra Avenue, Fyshwick ACT 2609
Office Hours: 9:00am to 4:30pm Monday to Friday
General enquiries telephone number: (02) 6207 0460
Website address: www.ors.act.gov.au

INSTRUCTIONS FOR COMPLETION

- If completing this form by hand please use a blue or black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a blue or black pen and substitute information must be clear and all parties must sign in the margin. Do not use white out.

If you require further information or need advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.



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Contact Number of Applicant		Application Number (Office use only)	
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DETAILS OF LODGING PARTY

Surname	Given Names
Name of organisation	
Postal Address of applicant (If requesting a copy of deed or instrument by post)	

TYPE OF DOCUMENT BEING SEARCHED

Deed type (If applicable)	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 Name(s)	Registration Number	Copy required
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

RESULTS 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	Comments	Total fee Payable
<input type="checkbox"/> Yes <input type="checkbox"/> No		\$

PAYMENT DETAILS (If paying by credit card)

<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	Expiry Date	/	Amount	\$
Cardholder Name		Cardholder Signature			
Card Number					