

Record of Titles Registry Forms

Justices of the Peace Branch

<i>Date</i>	<i>Full name of individual</i>	<i>Document witnessed</i>	<i>Lot on plan</i>	<i>Title reference</i>	<i>Evidence supporting the address of the property sighted</i>	<i>Identification disclaimer attached to client's documents.</i>	<i>Identification category sighted</i>	<i>Type of identification sighted</i> <small>(note: do not record specific document numbers)</small>



Category	Minimum Document Requirements
For Persons who are Australian citizens or residents:	
1	Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard plus Australian drivers licence or Photo Card plus change of name or marriage certificate if necessary
2	Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary
3	Australian drivers licence or Photo Card plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary
4	(a) Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard plus another form of government issued photographic identity Document plus change of name or marriage certificate if necessary (b) Australian Passport or foreign passport or Australian Evidence of Immigration Status ImmiCard or Australian Migration Status ImmiCard plus full birth certificate plus another form of government issued identity Document plus change of name or marriage certificate if necessary
5	(a) Identifier Declaration plus full birth certificate or citizenship certificate or descent certificate plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary. (b) Identifier Declaration by a Person specified in Verification of Identity Standard paragraph 4.4(e) plus Medicare or Centrelink or Department of Veterans' Affairs card plus change of name or marriage certificate if necessary. <i>Note: Refer to Verification of Identity Standard paragraph 4.</i>
For Persons who are not Australian citizens or residents:	
6	(a) Foreign passport plus another form of government issued photographic identity Document plus change of name or marriage certificate if necessary (b) Foreign passport plus full birth certificate plus another form of government issued identity Document plus change of name or marriage certificate if necessary.

For a **mortgagor**, evidence that may assist in establishing entitlement to sign may include originals, copies or records of the following:

- a current title search
- a current local government rates notices
- current utility bills for the property
- a current land tax assessment notice for the property
- loan documentation for the property
- the mortgage granted by the mortgagor (if one (exists)).

For a party coming on the title, such as a **transferee** or a mortgagee, evidence that may assist in establishing entitlement to sign may include originals, copies or records of the following:

- a contract of sale for the property
- loan documentation.

Justice of the Peace Branch

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www.qld.gov.au/jplearn

www.qld.gov.au/jps handbook

[Land Title Act 1994](#)

[Land Act 1994](#)

www.qld.gov.au/titles

