

## Information Sheet

### Interim solution: Virtual Lodgment Office (available during COVID-19)

NSW Land Registry Services continues to put in place measures to assist customers and lodging parties unable to attend our Queens Square Lodgment Office due to COVID-19 (novel coronavirus) disruptions.

From 11 May 2020, NSW LRS will provide an interim document upload facility on the NSW LRS website to allow customers to upload correspondence normally furnished at the Lodgment Office, that cannot be submitted electronically. This will be located next to the COVID-19 Update link on our home page.

### Documents that can be lodged via the Virtual Lodgment from 11 May 2020

Customers will be able to upload the following documents via the Virtual Lodgment Office:

- Amendment to Productions
- Approved Form Lodgment
- Consent
- Invoicing Enquiries
- My Account Forms
- Plan Amendment/Enquiries
- Plan Requisition/Enquiries
- Request for Amendment
- Request for an Extension of Time
- Request for Review of Requisition
- Request for Urgency
- Request to Withdraw a Case
- Statutory Declaration - General
- Statutory Declaration - Lapsing Notice
- Surveyor's Report

### Secure document storage

The documents will be stored in a secure repository for NSW LRS staff to process and you will receive an on-screen confirmation indicating a successful upload.

### Electronic signatures

With the current COVID-19 pandemic causing disruptions to the signing of documents, the Registrar General has provided some guidance on the use of electronic signatures which can be found [here](#).

### Customer enquiries

For more information please call our Contact Centre on 8776 3575, [Contact Us](#) online or email our eConveyancing team at [eConveyancingNSW@nswlrs.com.au](mailto:eConveyancingNSW@nswlrs.com.au).