Circular

Division: Land and Property Information
No: 2004/12
Date: July 2004 (Reissued August 2004)

New access arrangements for the Owner Inquiry search

The Owner Inquiry search is used by the conveyancing community as a means to access title records based on a name index. The Owner Inquiry provides details of any Integrated Titling System (ITS) titles which are currently owned by an individual or corporation, and purchaser’s index data from 1971. Other primary search indexes for titling system records include the title reference (Lot/DP), street address, and dealing reference. The Owner Inquiry has been available over the counter at Queens Square, through LPI Online service and LPI’s authorised information brokers.

LPI is implementing new access arrangements for Owner Inquiry searches. These access arrangements are intended to ensure that Owner Inquiry searches are accountably conducted for purposes consistent with buying and selling land, land development and management, historical research, emergency management and government service planning. The new arrangements are consistent with the provisions of the Privacy and Personal Information Protection (PIPP) Act, 1998.

Owner Inquiry - Over the Counter and Search Services

From 2 August 2004, customers requesting an Owner Inquiry search through over the counter services at Queens Square and LPI’s Search Services will be required to provide documentation that enables identification of the individual making the Inquiry.

Customers of these services are required to complete an Owner Inquiry search form, which will be retained by LPI among records of searches conducted. Information required to complete the Owner Inquiry search form includes name to be searched, reason for search, searcher’s name and address, a customer declaration, and two forms of identity documentation confirming the searching party’s identity. A copy of the form is attached to this Circular, and the form is available for download from the Lands website at www.lands.nsw.gov.au in the Forms and Fees section.

For registered Property Information Delivery Service box-holders or Search Services account customers, requirements will be as follows. Requests for Owner Inquiry searches should be in writing on the box holder or account holder’s letterhead with the author of the letter and the purpose of the inquiry clearly stated.
LPI Online

From 2 August 2004, the Owner Inquiry search facility will be withdrawn from the LPI Online service. Customers are referred to the remaining channels of service for Owner Inquiry searches.

LPI Approved Information Brokers

The Owner Inquiry search remains available through LPI’s approved Information Broker network, subject to access and record keeping requirements. Information Brokers are authorised to make the transaction available to their registered customers, and to retain auditable records of all searches conducted. For information regarding LPI’s approved information broker network, please refer to the Lands website www.lands.nsw.gov.au.

Government Agencies

Special provisions exist for law enforcement and other government agencies provided with exemptions under the PIPP Act. For more information in this regard please contact the LPI Privacy Coordinator on 02 9228 6818.

Identity Documents required

Identity documentation from customers is required to the following standard:

- One form of Photo ID with Signature (for example, Passport, Drivers Licence, Proof of Age Card)
- Other current ID (for example, utilities bill, bank statement or rates notice, issued within the previous three months)

The documentation required and acceptable documents are detailed in the following table:

<table>
<thead>
<tr>
<th>Document Category</th>
<th>Australian Citizens</th>
<th>Foreign Nationals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary ID</td>
<td>Australian Passport</td>
<td>Passport and Travel Authority</td>
</tr>
<tr>
<td></td>
<td>Australian Drivers Licence</td>
<td>Label Visa (no visas are required by NZ citizens)</td>
</tr>
<tr>
<td></td>
<td>Proof of Age Card.</td>
<td>If a customer does not have any of the above ID, they must supply a Personal Reference.</td>
</tr>
<tr>
<td></td>
<td>If a customer does not have any of the above ID, they must supply a Personal Reference.</td>
<td></td>
</tr>
<tr>
<td>Other ID</td>
<td>Standard Citizenship certificate</td>
<td>Credit Card</td>
</tr>
<tr>
<td></td>
<td>Credit Card</td>
<td>Medicare card</td>
</tr>
<tr>
<td></td>
<td>Medicare card</td>
<td>Birth Certificate</td>
</tr>
<tr>
<td></td>
<td>Standard Birth Certificate</td>
<td>Bank Statement</td>
</tr>
<tr>
<td></td>
<td>Utilities Bills</td>
<td>Rates Notice</td>
</tr>
<tr>
<td></td>
<td>Bank Statement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rates Notice</td>
<td></td>
</tr>
</tbody>
</table>

- All ID must be supported by a Marriage and/or Change of Name Certificate where necessary to be consistent with ID documents provided.
- Foreign nationals in Australia without a label visa in their passport must provide an Electronic Travel Authority receipt or reference number (except for NZ citizens).
- A copy of the acceptable form of Personal Reference is attached to this Circular.
Your Privacy

LPI is committed to quality customer service and the highest standard of ethical practice. We provide secure, reliable land and property information services to our customers, including access to public records under our administration. LPI will take reasonable steps to protect personal information from loss, misuse, unauthorised disclosure or destruction. For further information see LPI’s Privacy Statement published on the Lands website www.lands.nsw.gov.au and available over the counter at LPI’s Queens Square office.

For further information regarding Owner Inquiry searches at Queens Square, contact LPI’s Customer Service Centre on 02 9228 6713 or 02 9228 6798.

Des Mooney
Deputy Director General, Department of Lands and General Manager, Land and Property Information
**OWNER INQUIRY SEARCH**

<table>
<thead>
<tr>
<th>Name(s) to be searched is:</th>
<th>Type of Search (Please tick):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name:</td>
<td>EXACT ORDER</td>
</tr>
<tr>
<td>Given Name(s):</td>
<td>ANY ORDER</td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
</tbody>
</table>

The reason for conducting this owner inquiry search is (please tick box):

- Conveyancing
- Historical research
- Land development
- Land management
- Government Services

By law, Lands is required to grant public access to information held in public registers maintained under the Real Property Act 1900 and the Water Management Act 2000. The information is made available for purposes associated with conveyancing, historical research, land development, and land management. You must ensure that you do not use or disclose the information for any other purpose (see s18(2) of the Privacy and Personal Information Protection Act 1998). Lands expects purchasers of information to respect an individual's right to privacy in accordance with the principles underpinning the New South Wales Privacy and Personal Information Protection Act, 1998 and the Commonwealth Privacy Act, 1988.

**IDENTITY DOCUMENTATION:**

<table>
<thead>
<tr>
<th>ID Type</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Driver's licence/ Proof of Age Card</td>
<td>Provided</td>
</tr>
<tr>
<td>Australian Passport</td>
<td></td>
</tr>
<tr>
<td>Visa/ travel authority for foreign nationals</td>
<td></td>
</tr>
<tr>
<td>Personal Reference</td>
<td></td>
</tr>
<tr>
<td>Standard Citizenship Certificate</td>
<td></td>
</tr>
<tr>
<td>Standard Birth Certificate</td>
<td></td>
</tr>
<tr>
<td>Credit Card</td>
<td></td>
</tr>
<tr>
<td>Medicare Card</td>
<td></td>
</tr>
<tr>
<td>Utilities Bill/ Bank Statement</td>
<td></td>
</tr>
<tr>
<td>Rates Notice</td>
<td></td>
</tr>
<tr>
<td>Marriage Certificate/ Change of Name Certificate</td>
<td></td>
</tr>
</tbody>
</table>

**Office Use Only:**

- Authorising Agencies (complete one):
- Please find attached copy of written authorisation from ____________________________
- Details of authorisation card:
  - Name: ____________________________
  - Authority: _______________________
  - Number: ________________________

Your Name and Address is:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
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</tbody>
</table>

(Please tick box):

- You agree to provide Lands with copies of 2 forms of ID including one item of photo identification to verify your identity (copies will be attached to this application) *

**Declaration:**

I, ____________________________, acknowledge all of the above and state that all information provided is true and correct.

(______________________)  \_\_ / \_\_ / \_\_\_\_

(print name)  Date

*Lands takes reasonable steps to protect your personal information from loss, misuse, unauthorised disclosure, or destruction. Lands may use your personal information for the purpose it is collected, or any other purposes as required by law.*
OWNER INQUIRY - PERSONAL REFERENCE
(made as a Statutory Declaration under the Oaths Act 1900)

I, ________________________________________________________________________________

Full Name of person making declaration

of ________________________________________________________________________________

Full Residential Address of person making declaration

in the State of New South Wales
do solemnly and sincerely declare as follows:

1. ________________________________________________________________________________

Full Name of person for whom reference is being provided

is personally known to me.

2. He/she has been personally known to me for ..........years ..........months (minimum 12 months).

3. He/she, to the best of my knowledge, currently resides at

___________________________________________________________________________________

Full Residential Address of person for whom reference is being provided

4. My Australian driver’s licence number is (include State of issue)

My Australian passport number is Please complete one option

5. My Australian Birth Certificate number is (include State of issue)

My Australian Citizenship Certificate number is Please complete one option

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900.

Subscribed and declared

at ________________________________________________________________________________

Place where declaration is made

on ________________________________________________________________________________

Date on which declaration is made

before me ________________________________________________________________________________

Full Name of witness to the declaration (cannot be person being referenced)

of ________________________________________________________________________________

Full Residential Address of witness to the declaration

Signature of person making declaration

(to be signed in presence of witness only)

signed ________________________________________________________________________________

Signature of witness to the declaration (must be a prescribed functionary i.e. Justice of the peace, solicitor, notary public, commissioner of the court for taking affidavits or other person by law authorised to administer an oath).