

# Circular

Division: Land and Property Information  
No: 2004/12  
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## **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](http://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](http://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:

Document Category	Australian Citizens	Foreign Nationals
<b>Primary ID</b> (must contain photo and signature- one mandatory)	<ul style="list-style-type: none"><li>• Australian Passport</li><li>• Australian Drivers Licence</li><li>• Proof of Age Card.</li></ul> If a customer does not have any of the above ID, they must supply a Personal Reference.	<ul style="list-style-type: none"><li>• Passport and Travel Authority</li><li>• Label Visa (no visas are required by NZ citizens)</li></ul> If a customer does not have any of the above ID, they must supply a Personal Reference.
<b>Other ID</b> (one mandatory)	<ul style="list-style-type: none"><li>• Standard Citizenship certificate</li><li>• Credit Card</li><li>• Medicare card</li><li>• Standard Birth Certificate</li><li>• Utilities Bills</li><li>• Bank Statement</li><li>• Rates Notice</li></ul>	<ul style="list-style-type: none"><li>• Credit Card</li><li>• Medicare card</li><li>• Birth Certificate</li><li>• Bank Statement</li><li>• Rates Notice</li></ul>

- 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](http://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

Information contained  
in this document was correct at  
time of publication, but may have  
been superseded

**Department of Lands  
Land and Property Information Division**

**OWNER INQUIRY SEARCH**

EV No:

(Office Use: affix EV barcode here)

<p><b>Name(s) to be searched is:</b></p> <p><b>Family Name:</b></p> <p><b>Given Name(s) :</b></p> <p><b>Company Name :</b></p>	<p><b>Type of Search (Please tick):</b></p> <p><input type="checkbox"/> EXACT ORDER</p> <p><input type="checkbox"/> ANY ORDER</p>
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**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.

**Your Name and Address is:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

(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.

\_\_\_\_\_  
(signature)

\_ \_ / \_ \_ / \_ \_  
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.

<b>Office Use only:</b>	<p><b>IDENTITY DOCUMENTATION:</b></p> <p><b>Primary ID (one item must be provided):</b></p> <p><input type="checkbox"/> Australian Driver's licence/ Proof of Age Card</p> <p><input type="checkbox"/> Australian Passport</p> <p><input type="checkbox"/> Visa/ travel authority for foreign nationals</p> <p><input type="checkbox"/> Personal Reference</p>
	<p><b>Other ID (one item must be provided):</b></p> <p><input type="checkbox"/> Standard Citizenship Certificate</p> <p><input type="checkbox"/> Standard Birth Certificate</p> <p><input type="checkbox"/> Credit Card</p> <p><input type="checkbox"/> Medicare Card</p> <p><input type="checkbox"/> Utilities Bill/ Bank Statement</p> <p><input type="checkbox"/> Rates Notice</p> <p><input type="checkbox"/> Marriage Certificate/ Change of Name Certificate</p>
	<p><b>Office Use Only:</b></p> <p><input type="checkbox"/> Authorising Agencies (complete one): Please find attached copy of written authorisation from _____</p> <p><b>Details of authorisation card:</b></p> <p><b>Name:</b> _____</p> <p><b>Agency:</b> _____</p> <p><b>Authority Number:</b> _____</p>

**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 ie. Justice of the peace, solicitor, notary public, commissioner of the court for taking affidavits or other person by law authorised to administer an oath).