



# Circular

No. 2017/05

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## Arrangements for the Owner/Lessee Inquiry search

The Land and Property Information (LPI) Owner/Lessee Inquiry search is used to access title records based on a name index. The Owner/Lessee 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/Lessee Inquiry is available over the counter at Queens Square, and via LPI's authorised information brokers.

These arrangements are intended to ensure that Owner/Lessee 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. These arrangements are consistent with the provisions of the Privacy and Personal Information Protection (PIPP) Act, 1998.

### Over the Counter Search

Customers requesting an Owner/Lessee Inquiry search through over the counter services at Queens Square are required to provide documentation that enables identification of the individual making the Inquiry.

Customers are also required to complete an Owner/Lessee Inquiry search form, which will be retained by LPI among records of searches conducted.

Information required to complete the Owner/Lessee 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.

The Owner/Lessee Inquiry search form is available for download from the LPI website at [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au), on the forms page.

## LPI Approved Information Brokers

The Owner/Lessee Inquiry search is 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 are required to retain auditable records of all searches conducted. For information regarding LPI's approved information broker network, see [www.lpi.nsw.gov.au](http://www.lpi.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.

## 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

## **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. See LPI's Privacy Statement on the LPI website [www.lpi.nsw.gov.au](http://www.lpi.nsw.gov.au).

## **More Information**

For further information regarding Owner/Lessee Inquiry searches at LPI, contact our customer service centre on 1300 052 637.

For information regarding Privacy, contact the LPI Privacy Coordinator in writing at:

### **The Privacy Coordinator**

#### **Land and Property Information**

**GPO Box 15**

**SYDNEY NSW 2001**

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been superseded

