

Titles Registry Alert 120 – Attachment

Signing and Witnessing of Titles Registry Forms

A person who witnesses the signature of an individual on a Titles Registry form is required by law to take reasonable steps to ensure the person signing the form is entitled to do so.

If you take your Titles Registry form/s to a Justice of the Peace (JP), Commissioner for Declarations (C.Dec) or other qualified person to have your signature witnessed, you must also take appropriate proof of identity (such as a **driver licence** or **passport** showing your photo and signature) and supporting documentation that helps to confirm you are entitled to sign the form. This might include:

- a complete current **local government rates notice** for the property; or
- a recently issued **current title search statement** for the property; or
- a recently issued **registration confirmation statement** for the property; or
- a current **certificate of title** (if one exists) for the property.

If you are a new purchaser presenting a Transfer and/or Mortgage form for witnessing you may not be able to provide the above evidence as you would not yet be recorded on the relevant title in the Titles Registry. However, you may be able to provide a copy of the **contract of sale** for the property or a **letter** from a solicitor (**that includes the lot on plan description of the property**) as evidence of your entitlement to sign the form.

IF YOU FAIL TO PROVIDE TO THE WITNESSING OFFICER ADEQUATE EVIDENCE OF YOUR ENTITLEMENT TO SIGN THE FORM, THEY MAY DECLINE TO WITNESS YOUR SIGNATURE.