



# Transmission Application CHECKLIST

Name(s):			
Postal Address:			
Phone Number:		Email:	

Before lodging a Transmission Application, please ensure you complete the following checklist and include with your lodgement:

- Application form is fully completed, with correct wording, in blue or black ink. Refer to *Transmission Application Guidance Notes* for assistance
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- Application form has the certifications completed
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- Copy of Probate and Registrars Certificate
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- Registration Fee for 2025/2026 is **\$198.00** cash, EFTPOS, cheque, or money order payable to Land Services SA
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- Verification of Identity (VOI)** requirements met, including certified copies of ID. Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 1)
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- Self-Represented Party – Authorised Person Certification form** to be completed by an authorised person. (E.g. Justice of the Peace) Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 3)
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- Verification of Authority (VOA)** requirements met. Refer to the online information [www.landservices.com.au](http://www.landservices.com.au) *Verification of Authority Guidelines* (Section 7.1). Two forms of VOA are required for example Council rates, ESL Notice, Land tax, Utilities bill. These can be photocopies of the current accounts.
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- Note:** Dealings cannot be accepted for lodgement **if the VOI and VOA requirements are not met.** Office hours are between 9am-5pm  
A Confirmation of Registration Notice will be provided when the document has been registered.

Land Services SA strongly advises all people to seek the assistance of a registered conveyancer or solicitor when dealing with any estate and interest in land.

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