



Application to Register Death

CHECKLIST

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

Before lodging an Application to Register Death, 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 *Application to Register Death by Survivor Guidance Notes* for assistance

Application form has the certifications completed

Copy of Death Certificate

Registration Fee for 2023/2024 is **\$187.00** cash, EFTPOS, cheque or money order payable to Land Services SA.

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)
Drivers Licence must be printed and certified for both sides

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)

Verification of Authority (VOA) requirements met.
Refer to the online information 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, SA Water. These can be photocopies of the current accounts.*

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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