

THURSFIELDS

Authority to Release Original Documents

Your Contact Details

Full Name(s):	
Telephone:	
Date(s) of Birth:	
Email address:	
Address:	
Previous Address:	
Client reference (if known):	
Firm (if not Thursfields) that dealt with transaction (if known):	
Document Requested:	Will <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Deeds <input type="checkbox"/> Other <input type="checkbox"/> (please state _____)

With this form, please send your:

- Certified copy photo ID e.g. passport or driving licence. For details on certifying copy documents, please see: www.gov.uk/certifying-a-document; AND
- Certified copy proof of address, such as a utility bill, council tax bill, bank statement etc, confirming your name and address (dated within the last three months).

Please do not send us any original documents.

We cannot release your original documents without satisfactory identification evidence. This is to protect our clients' privacy.

When is a Letter of Authority needed?

If you are seeking retrieval of original documents on someone else's behalf, then please complete our Third Party – Authority to Release Documents Form which is available on our website.

If you are instructing another law firm regulated by the SRA, please complete this form and ask your solicitor to send this with 1) a written request on their practice letterhead and 2) a written letter of authority from the person who was our Client.

Where to send your form: Once you have completed the above, please sign and return your form **by post** to **Wills Retrieval Request**, Thursfields, 14 Church Street, Kidderminster, DY10 2AH. We aim to respond within 10-15 working days.

Next Steps: If you have provided satisfactory evidence of your identification, we will arrange to post the Will/LPA etc (by Recorded Delivery) to the address you have provided on this form (or another law firm if authority is given as above). If you have also requested Property Deeds

Please note – We do not accept email or telephone requests.