

## Third Party - Authority to Release Original Documents

# THURSFIELDS

### Our Wills/LPAs Retrieval Service

If you would like to access original Wills/LPAs belonging to another person and are authorised to do so, please complete this form and return to **Wills Retrieval Request, Thursfields, 14 Church Street, Kidderminster, DY10 2AH**. We will respond within 10 -15 working days of receipt.

#### Details of our Client:

Full Name:	
Address:	
Previous Address:	
Date of Birth:	
Client reference No: (if known)	
Firm (if not Thursfields) that drafted will (if known):	
Document(s) Requested:	Will <input type="checkbox"/> Power of Attorney <input type="checkbox"/> Deeds <input type="checkbox"/> Other <input type="checkbox"/> (please state _____)

If the person has passed away, please enclose an original death certificate. We will return this to you.

#### Third Party Details (eg Executors' details):

1:

Full Name:	
Telephone:	
Email address:	
Address:	

Signature:	
Dated:	

**2:**

Full Name:	
Telephone:	
Email address:	
Address:	
Signature:	
Date:	

**3:**

Full Name:	
Telephone:	
Email address:	
Address:	
Signature:	
Date:	

**4:**

Full Name:	
Telephone:	
Email address:	
Address:	
Signature:	
Date:	

## Declaration

All Executors have signed this form and confirm that:

- They are named Executor(s) of the Will of the above-named deceased;
- They authorise and request release of the Will of the deceased (and any Codicils or previous wills stored);
- They authorise and request release of any Deeds/Property documentation stored;
- They have provided appropriate certified ID for all Executors to the Will with this form – see below;
- A registrar’s copy of the death certificate is supplied with this form;
- They agree original documentation will be released to Person 1 above;
- They understand there is a Postal Delivery Admin Fee (£10 for Will/LPA or £15 for Will/LPA & Deeds).

## ID Certification

- Certified copy photo ID e.g. passport or driving licence. For details on certifying copy documents, please see: [www.gov.uk/certifying-a-document](http://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.

**Payment** - If you have provided satisfactory evidence of your identification, we will arrange to post the documentation (by Recorded Delivery) to Person 1’s address. There is an administration fee of £10 for Wills/LPA or £15 for Wills/LPA & Deeds (combined) and you will need to have made this payment before we despatch any documentation. You can pay by cheque made payable to “Thursfields Legal Limited” or we will contact you on receipt of your forms to arrange an alternative method of payment.

## Where to send your form...

Once you have completed the above, please sign below and please 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. (Other than a Death certificate, please do not send any original documents to us – only certified copies for ID).

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