



Using this checklist before lodging an application at Land Registry will help reduce the most common requisition or rejection points and help us provide a faster more efficient service.

Practice Guide 11 (available from your Land Registry local office or from our website) contains detailed guidance about applications for official copies.

**Updated November 2009**

## Official copies of register/title plan – OC1 applications

- Have you supplied the correct title number, if known, and property description? Incorrect property descriptions cause incorrect information to be supplied.
- Have you considered the various methods available for lodging your application? (Refer to Practice Guide 11)
- Where the property is known to be registered and has a postal address (for instance 145 Green Road, Anytown) but the title number is not readily available, you may write, “please supply the title number” boldly at the head of the form or in panel 2. You must then state the nature of the title in which you are interested in the second part of panel 2.
- Have you enclosed a cheque (payable to “Land Registry”) for the appropriate fee or included details authorising payment from your approved direct debit or credit account?
- Have you quoted the correct key number in panel 5 and checked that your account is still active?
- Ensure the reference in panel 5 is limited to 25 characters.
- Have you completed panel 2 of form OC1 to confirm if you require freehold or leasehold information? If not, you may be charged for information you do not require at this stage.
- Have you completed panel 8 of form OC1 to confirm if you require a back-dated official copy if there is a pending application? If not, you may not have the most up-to-date information you require.