



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 documents – OC2 applications

- Have you considered the various methods available for lodging your application? (Refer to Practice Guide 11)
- Are the contents of the document you require set out in the register, for example easements or covenants? If so, then we may not hold the original or a copy of the document and will not be able to supply you with it.
- Have you enclosed a cheque (payable to “Land Registry”) for the appropriate fee under Schedule 3 of the current Land Registration Fee Order 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?
- Have you quoted the date(s) of the document(s) requested in panel 7 and not confused this with the ‘registered on’ date that appears at the beginning of the entry?
- Have you supplied in panel 7 the correct title number(s) under which the documents are filed?

NB: They may be referred to as being filed under a different title number to the title number with which you are dealing.

The ‘filed under’ box should always be completed if the document is filed under a different title to the registered title being quoted in panel 2 of form OC2.

- Ensure the reference in panels 5 is limited to 25 characters.
- Is there a delay in receiving a document you requested through Telephone Services? If so, do not reapply for the same document as this causes a further charge on your account. Enquiries as to the reason for the delay should be made by telephone to the local office that administers the title (see PG 51).

NB: Application to inspect the full copy of an exempt information document must be made on form EX2.