



BAKERLAW
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Document Release

For someone collecting their
Will/Power(s) of Attorney.

PLEASE ANSWER ALL APPLICABLE QUESTIONS IN FULL

Your full name:

Your Address:

Your Telephone Number:

Your Email Address:

I request that you release the below documents, that you hold on my behalf, to me:

Testator:

Signed:

.....

Print Name:

.....

Dated:

.....

DOCUMENTS TO BE RELEASED

Please tick ALL that apply:

- ☐ All Wills
- ☐ All Powers of Attorney (Enduring or Lasting)
- ☐ A certified copy of my Enduring Power of Attorney
- ☐ A certified copy of my Lasting Power of Attorney for
Property & Finances
- ☐ A certified copy of my Lasting Power of Attorney for
Health & Welfare

There is a fee of £40 per certified copy payable in cash - on collection only.

Identification Requirements	
<p>You must provide:</p> <ul style="list-style-type: none"> • One item from list A. • One item from list B. 	<p>List 'A' (to confirm name/identity)</p> <ul style="list-style-type: none"> • Current full signed passport • Current UK photo card driving licence (full or provisional) • HMRC tax code notification • Original notification letter from DWP/Benefits Agency confirming rights to benefits <p>List 'B' (to confirm address)</p> <ul style="list-style-type: none"> • Current council tax bill • Bank/building society/credit union passbook or statement not more than 3 months old showing current address • Current UK photo card driving licence (full or provisional) • Local council rent card or tenancy agreement • Utility bill (NOT RELATED TO MOBILE PHONE) – not more than 3 months old • Most recent original mortgage statement from a recognised lender • Original notification letter from DWP/Benefits Agency confirming right to benefits
<p>Next Steps:</p>	<p>1) <u>Send us the following:</u></p> <ul style="list-style-type: none"> • This form (completed) • Copies of ID <p>2) <u>We will then contact you</u> (within 10 working days) to arrange an appointment for you to collect the documents from our office.</p> <p>3) <u>At the appointment</u> we will provide you with the original document(s) and you will be asked to sign a receipt (and pay any fee if you have requested certified copies).</p>
<p>Checklist:</p>	<p><input type="checkbox"/> Page 1: completed and signed.</p> <p><input type="checkbox"/> Copy ID enclosed.</p>

Please return this form to us by either email to
documentrelease@baker-law.co.uk
 or by post to
 Private Client Document Release
 BakerLaw LLP, Gostrey House,
 Farnham, Surrey, GU9 7PT

We will review your form and contact you. Our estimated timescale for response is 10 working days.