



Testator/Donor Document Release form

Request to release an original Will and/or Enduring/Lasting Power of Attorney held by Baker Law LLP

Dear Baker Law LLP - Document Release Team

Please complete your contact details, below. Required details are marked with an asterisk (*)

Your full name(s)*
Your address*
Your telephone number*
Your email address

I/We request that you release my/our documents to me/us as detailed below:

(Please tick all which apply)

- All **Wills** you hold on my/our behalf
 - My/Our original **Enduring Power(s) of Attorney**
 - A **certified copy** of my/our **Enduring Power(s) of Attorney**
 - My/Our original **Lasting Power(s) of Attorney** for **Property & Finances**
 - My/Our original **Lasting Power(s) of Attorney** for **Health & Welfare**
 - A **certified copy** of my/our **Lasting Power(s) of Attorney** for **Property & Finances**
 - A **certified copy** of my/our **Lasting Power(s) of Attorney** for **Health & Welfare**
 - Other (please provide details)
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Timescale for retrieval

I/we understand that my/our documents may be held in secure offsite storage and that it may take up to 10 working days for the documents to be retrieved, before they can be released to me/us.

Identification documents (ID)

I/we understand that Baker Law LLP requires sight of at least TWO types of ID for **each** client who request release of documents. I/We therefore enclose copies of my/our ID for your information.

(Please see details of the types of ID we require on the following page)

Signed	Signed
Print Name	Print Name
Dated	Dated



Identification Requirements

Please note that two pieces of identification will be required (three if you are a non-UK resident), one from list A and one from list B, before documents can be released. The same document cannot be used to confirm both name and address. Please provide copies of your documents with the Testator/Donor Document Release form. You will then need to bring the originals with you when you collect the documents from our office. When visiting the office, originals are required; internet print-outs are not accepted.

Section 'A' (to confirm name/identity)

- Current full signed passport
- Current UK driving licence (full old paper version)
- Current UK photo card driving licence (full or provisional)
- HMRC tax code notification
- Original notification letter from DWP/Benefits Agency confirming rights to benefits

Section 'B' (to confirm address)

- 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

Next steps

1. Send us copies of your ID together with your completed Testator/Donor Document Release form.
2. We will then contact you to confirm if we are holding your original documents, and if so, we will arrange an appointment for you to collect the documents from our office.
3. At the appointment we will require sight of the original identification documents as set out above and you will be asked to sign a receipt.

Checklist

- Page 1, completed and signed
- Page 2, copy ID enclosed