



When applying at the Registry counter

1. A representative of a law firm or solicitor's office presenting at the counter for a certificate must provide:
 - a. the completed application form
 - b. signed by the applicant (legal practitioner) and showing their system generated key number
 - c. If a delivery agent, not the applicant is presenting at the counter, a letter on company letter head naming the delivery agent as being authorised to collect the certificate on behalf of the applicant
 - d. Proof of Identity (as per the Registry's Proof of Identity requirements) of the applicant or delivery agent who has presented at the counter
2. Payment for the application must be accompanied by a firm's cheque (usually showing firm's company logo/trademark) or be made through a corporate credit card.

When applying via mail

1. A representative of a law firm or solicitor's office applying for a certificate via mail must provide:
 - a. the completed application form
 - b. signed by the applicant (legal practitioner) and must show the system generated key number that is their unique identifier.
2. Payment for the application must be accompanied by a firm's cheque (usually showing firm's company logo/trademark) or be made through a corporate credit card.

All applications must still adhere to the Registry's Certificate Access Policy available at <http://www.justice.qld.gov.au/859.htm>

Registry's Proof of Identity requirements available at <http://www.justice.qld.gov.au/856.htm>