

HM Land Registry

Application for official copies of documents only

OC2

The correct title must be quoted. Use one form per title.

Any parts of the form that are not typed should be completed in black ink and in block capitals.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

HM Land Registry is unable to give legal advice, but you can find guidance on HM Land Registry applications (including our practice guides for conveyancers) at www.gov.uk/land-registry.

For information on how HM Land Registry processes your personal information, see our [Personal Information Charter](#).

HM LAND REGISTRY USE ONLY Record of fees paid
Particulars of under/over payments
Reference number Fees debited £

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

To find out more about our fees visit www.gov.uk/government/collections/fees-land-registry-guides

Place 'X' in the appropriate box.

The fee will be charged to the account specified in panel 5.

This panel must always be completed.

You must include a name and address HM Land Registry will use these details to send the document(s) to you.

A key number is only available to professional customers, such as solicitors.

If you are paying by direct debit, this will be the account charged.

1	Local authority serving the property:																		
2	Title number:																		
3	Property:																		
4	<table border="1"> <tr> <td colspan="2">Application and fee</td> </tr> <tr> <td style="width: 70%;">Application</td> <td style="width: 30%;">Fee paid (£)</td> </tr> <tr> <td>Official copies of documents</td> <td></td> </tr> <tr> <td colspan="2">Fee payment method</td> </tr> <tr> <td colspan="2" style="text-align: center;">cheque made payable to 'Land Registry'</td> </tr> <tr> <td colspan="2" style="text-align: center;">direct debit, under an agreement with Land Registry</td> </tr> </table>	Application and fee		Application	Fee paid (£)	Official copies of documents		Fee payment method		cheque made payable to 'Land Registry'		direct debit, under an agreement with Land Registry							
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5	<table border="1"> <tr> <td colspan="2">This application is sent to Land Registry by</td> </tr> <tr> <td colspan="2">Key number (if applicable):</td> </tr> <tr> <td colspan="2">Name:</td> </tr> <tr> <td colspan="2">Address or UK DX box number:</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2">Email address:</td> </tr> <tr> <td colspan="2">Reference:</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Phone no:</td> <td>Fax no:</td> </tr> </table>	This application is sent to Land Registry by		Key number (if applicable):		Name:		Address or UK DX box number:				Email address:		Reference:				Phone no:	Fax no:
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Please note that until further notice all copies ordered using this form will be despatched in paper form. When email despatch becomes available, a direction will appear on GOV.UK and details will be given in [practice guide 11: inspection and application for official copy](#). **Until there is a direction, you do not need to complete this panel to obtain an official copy in paper format.**

Place 'X' in the box if applicable.

Applications specifying 'All', 'Any' or such like, will be rejected.

Please supply as much detail as possible.

6	<p>Issue of official copies in paper format where an email address has been supplied</p> <p>If you have supplied an email address in panel 5, then, unless you complete the box below, any official copy will be issued electronically to that address, if there is a direction under section 100(4) of the Land Registration Act 2002 by the registrar covering such issuing.</p> <p style="text-align: center; margin-top: 20px;">I have supplied an email address but require the official copy(ies) to be issued in paper format instead of being issued electronically</p>																																													
7	<p>I apply for official copies of the documents listed below</p> <p style="text-align: center;">Documents which are referred to in the register of the above title</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Nature of document</th> <th style="width: 15%;">Date of document</th> <th style="width: 35%;">Title number under which it is filed</th> <th style="width: 10%;">No. of copies</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">Documents which are not referred to in the register</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 65%;">Nature of document</th> <th style="width: 15%;">Date of document, if known</th> <th style="width: 10%;">No. of copies</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Nature of document	Date of document	Title number under which it is filed	No. of copies																									Nature of document	Date of document, if known	No. of copies												
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8	<p style="text-align: center;">Signature of applicant:</p> <p style="text-align: center;">Date:</p>																																													

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.