



# Transmission Application CHECKLIST

Name(s):			
Postal Address:			
Phone Number:		Email:	

Before lodging a Transmission Application, please ensure you complete the following checklist and include with your lodgement:

- Application form is fully completed, with correct wording, in blue or black ink. Refer to *Transmission Application Guidance Notes* for assistance

---

- Application form has the certifications completed

---

- Copy of Probate and Registrars Certificate

---

- Registration Fee for 2024/2025 is **\$192.00** cash, EFTPOS, cheque, or money order payable to Land Services SA

---

- Verification of Identity (VOI)** requirements met, including certified copies of ID. Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 1)

---

- Self-Represented Party – Authorised Person Certification form** to be completed by an authorised person. (E.g. Justice of the Peace) Refer to the *Verification of identity for self-represented parties fact sheet* (see Table 3)

---

- Verification of Authority (VOA)** requirements met. Refer to the online information [www.landservices.com.au](http://www.landservices.com.au) *Verification of Authority Guidelines* (Section 7.1). Two forms of VOA are required for example Council rates, ESL Notice, Land tax, Utilities bill. These can be photocopies of the current accounts.

---

- Note:** Dealings cannot be accepted for lodgement **if the VOI and VOA requirements are not met.** Office hours are between 9am-5pm  
A Confirmation of Registration Notice will be provided when the document has been registered.

Land Services SA strongly advises all people to seek the assistance of a registered conveyancer or solicitor when dealing with any estate and interest in land.

PHONE 08 8423 5000  
FAX 08 8423 5090  
EMAIL [customersupport@landservices.com.au](mailto:customersupport@landservices.com.au)  
VISIT Level 9, 101 Grenfell Street, Adelaide SA 5000  
POST GPO Box 543, Adelaide 5001