



Intestate Estate Files photocopy order form

State Records aims to produce reference copies of State archives through the copying services.

Fees

The cost of copying Intestate Estate Files is \$30.00 per file, \$4.00 postage/handling per file and an administration fee of \$15.00. You may order up to nine (9) copies of Intestate Estate Files using this form. Overseas orders have an additional charge of \$3.65 postage.

Please note in instances where the number of documents in a single Intestate Estate File exceeds copies to the value of \$30.00 you will be contacted and asked if you are willing to pay an additional amount to have the remainder of the packet copied.

Ordering

Print out the form below, fill in all the details and mail/fax to:

Intestate Estate Files Copy Service
State Records
Reprographics Officer
PO Box 516 Kingswood NSW 2747
Facsimile (02) 9833 4518

We accept Visa and MasterCard.

Cheques or money orders should be made payable to State Records. We cannot accept personal cheques from foreign banks.

Express postage is available on request, extra charges will apply.

Please do not send cash

Time to complete orders

- Orders will be completed within 20 working days from the date of receipt.
- Urgent orders will be completed within 5 working days and a 25% surcharge will apply.

Conditions

- Copies may not always be legible in cases where handwriting is poor or faint, or the original record is in poor condition.
- State Records does not accept responsibility for copies lost in the postal system.

Intestate Estate Details 1 = \$34.00 (including postage/handling)	
Name:	Year of Death:
Intestate Estate Case Paper number:	Box Number (if known):
Intestate Estate Details 2 = \$34.00 (incl. p/h)	
Name:	Year of Death:
Intestate Estate Case Paper number:	Box Number (if known):
Intestate Estate Details 3 = \$34.00 (incl. p/h)	
Name:	Year of Death:
Intestate Estate Case Paper number:	Box Number (if known):
Intestate Estate Details 4 = \$34.00 (incl. p/h)	
Name:	Year of Death:
Intestate Estate Case Paper number:	Box Number (if known):
Intestate Estate Details 5 = \$34.00 (incl. p/h)	
Name:	Year of Death:
Intestate Estate Case Paper number:	Box Number (if known):
Intestate Estate Details 6 = \$34.00 (incl. p/h)	
Name:	Year of Death:
Intestate Estate Case Paper number:	Box Number (if known):

Intestate Estate Details 7 = \$34.00 (incl. p/h)

Name:	Year of Death:
Intestate Estate Case Paper number:	Box Number (if known):

Intestate Estate Details 8 = \$34.00 (incl. p/h)

Name:	Year of Death:
Intestate Estate Case Paper number:	Box Number (if known):

Intestate Estate Details 9 = \$34.00 (incl. p/h)

Name:	Year of Death:
Intestate Estate Case Paper number:	Box Number (if known):

Your address and payment details		
Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:	Email:	
Cheque/money order enclosed:		
Credit Card Number: _____ - _____ - _____ - _____		
Credit Card Name:		
Card Expiry Date:	Visa: <input type="checkbox"/>	MasterCard: <input type="checkbox"/>
<p>Declaration</p> <ul style="list-style-type: none"> • I have read and agree to the conditions above • I will obtain the written permission of State Records if I wish to publish State archives or extracts therefrom (See Archives In Brief 11) <p>I agree: <input type="checkbox"/></p> <p>Signature: _____ Date: _____</p>		

Cost of order	
Administration fee	\$15.00
Copies (including postage/handling)	\$
Urgent order (add 25%)	
Overseas order (add \$3.65)	
Total of order:	