This guide sets out the requirements to lodge an Application for a new Certificate of Title in place of one lost or destroyed, under the *Transfer of Land Act 1958*.

# Before you get started

Historically, Land Use Victoria issued a paper Certificate of Title to the person who last lodged documents at Land Use Victoria for registration. This is usually one of the registered proprietors (owners), the mortgagee (bank or other lender), or a lawyer or conveyancer for the registered proprietors or mortgagee.

You can identify the party to whom a paper Certificate of Title was issued by conducting an Issue Search via LANDATA®.

**From 3 August 2024, all new Victorian certificates of title from the Register of land are electronic. Once your application has been processed, your Certificate of Title will be in electronic format and the control will be with the Registrar of Titles.**

We strongly encourage all members of the public to seek professional help when lodging this type of application.

**From 28 November 2025 you will need a lawyer or conveyancer to complete the lodgment on your behalf.**

# Documents required by Land Use Victoria

## Application for a new Certificate of Title in place of one lost or destroyed

This form must be fully completed and is available on the [Fee, guides and forms](https://www.land.vic.gov.au/land-registration/fees-guides-and-forms) page.

### Statutory declaration

A completed and signed statutory declaration is required from ALL the registered proprietors, surviving proprietors, or Legal Personal Representatives explaining what happened to the Certificate of Title after it was issued by Land Use Victoria. The statutory declaration form is located directly below the application on the website. Also see ‘How to complete the statutory declaration’ later in this guide.

A statutory declaration is also required from the party to whom the Certificate of Title last issued, detailing how that party disposed of the missing Certificate of Title. Statutory declarations will also be required from any party who may have had subsequent possession of the missing Certificate of Title.

### Verification of identity

All parties to a conveyancing transaction must have their identity verified.

If a party to a conveyancing transaction is not represented by a conveyancer or lawyer (a non-represented party), verification of identity needs to be undertaken by Australia Post – the Approved Identity Verifier. In addition, Australia Post will witness the non-represented party signing any conveyancing documents. For further information, refer to the ‘Guide to verification of identity for people not using a conveyancer or lawyer’ available on the [Verification of Identity](https://www.land.vic.gov.au/land-registration/for-professionals/verification-of-identity) page.

When a conveyancer or lawyer represents a client, the conveyancer or lawyer is responsible for verifying their client’s identity. For further information, refer to Guide to VOI for conveyancers, lawyers and mortgagees available on the [Verification of Identity](https://www.land.vic.gov.au/land-registration/for-professionals/verification-of-identity) page.

### Issue Search

An Issue Search document can be ordered via the [LANDATA®](https://www.landata.online/) website, under the Document Tracking section.

If an online Issue Search document does not indicate the last issuing party, usually for titles issued before 1984, a manual Issue Search request will be required. This can be requested using the [LANDATA® Enquiry Form](https://www.landata.online/contact-us/).

### Company Search

If the registered proprietor of the land is a company, a company search identifying the company’s officers (one of whom should be making the statutory declaration) will be required.

# Fees

Land Use Victoria fees are payable at lodgement.

Acceptable payment methods and lodgement fees are available on the [Fees, guides and forms](https://www.land.vic.gov.au/land-registration/fees-guides-and-forms) page.

Land Use Victoria may requisition an additional assurance contribution payment after lodgment, if the application is assessed as high risk.

# Applications when any registered proprietor is deceased

If any registered proprietor is deceased, an application must be accompanied by the appropriate application to remove the name/s of the person/people deceased. This will be either an Application by a Legal Personal Representative, or Application by Surviving Proprietor. Guides for both applications are available on the website.

# Before lodging at Secure Electronic Registries Victoria (SERV)

You can submit your application either in-person or via mail.

**In-person:** If you’d like to submit your completed application in person, please book an appointment in advance via SERV’s [online booking system](https://servictoria.com.au/land-registry-services/bookings/). Please note that SERV are unable to accommodate walk-in customers without an appointment.

**Via mail:** Alternatively, you can submit your application via mail to:

Secure Electronic Registries Victoria

Locked Bag 20005

Melbourne VIC 3001

Please provide your contact phone number and email address with your application.

Prior to lodgment, an up-to-date title search and issue search must be obtained.

# How to complete the application form

This form should be completed online and printed for lodgement.

If the form is being completed manually rather than online:

* the writing must be clear and legible and in BLOCK LETTERS
* only use black or blue pen
* correction fluid must not be used
* the back of the form must not be used.

# The points below assist in completing the application

## Lodged by

This section is to be completed by the party lodging the application at SERV.

Please insert the following:

* name, telephone number, postal address and email address for contact details or for the return of any documents
* customer reference and your Land Use Victoria customer code (if applicable).

## Land

Insert Volume and Folio number(s) of affected title(s), e.g. Volume 12345 Folio 125.

Multiple titles, numbered consecutively, may be inserted as a single range entry, e.g. Volume 12345 Folio 125-132.

## Applicant

Insert the full name(s) and address(es) of the applicant(s). The address(es) will be where notices are mailed in the future.

Please note that a ‘care of’ or ‘post office box’ is not an acceptable address.

## Signing

The form must be signed by the applicant(s), a legal practitioner, or a licensed conveyancer for the applicant.

Signature requirements are:

* If the applicant(s) is signing:

Select ‘Leave Blank’ in the signing provisions on the form. The document must be signed in front of the Approved Identity Verifier (Australia Post), who will witness the document and verify the identity of the individual(s). Note: An Attorney cannot sign on behalf of an unrepresented individual. Legal representation will need to be obtained.

* If a lawyer or licensed conveyancer is representing the applicant:

Select ‘Australian Legal Practitioner’ or ‘Licensed Conveyancer’, as appropriate.

# How to complete the statutory declaration

* Insert the full name and residential address of the person making the declaration. If the registered proprietor is described by any different names in any of the documents submitted, this should be explained by statutory declaration.
* Documents – the Land Use Victoria issue search and copies of relevant documents and correspondence should be referred to in one or more statutory declarations. If the statutory declaration refers to these or other documents, you must sign a certificate attached to the document identifying it as an exhibit to the statutory declaration. The authorising witness must sign the certificate and insert their qualification as a statutory declaration witness.
* Clause 1 – is prefilled and should not be altered.
* Clause 2 – requires you to include the current market value of the land including with all improvements thereon.
* Clause 3– include the date when and to whom Land Use Victoria last issued the paper Certificate of Title and attach the issue search results. Note: if a caveat affects the land a statutory declaration must be provided stating that the paper Certificate of Title is not in the possession of the caveator(s) or in the possession of the legal practitioner for the caveator(s).
* Clause 4 – the statutory declaration must trace the custody of the paper Certificate of Title from the time it was last issued from Land Use Victoria until loss or destruction was discovered. If a paper Certificate of Title is believed to have been lost while in the custody of a mortgagee (for example a bank), the mortgagee must state if monies are owing on the loan; that the relevant records of the mortgagee still exist; and that the records show that the certificate was not released from the custody of the mortgagee. In the case of destruction, the remains of the old certificate must be produced or accounted for and copies of any correspondence about insurance claims must be supplied. In the case of theft, details of the report to police must be supplied; and copies of correspondence about insurance claims must be supplied. In any case where the mortgagee’s records have been destroyed (for example after repayment of a loan), further proof is required that the certificate was not released from the mortgagee’s custody.
* Clause 5 – include details about when, where and by whom the paper Certificate of Title was last seen. If you have no personal knowledge because, for example, you are an executor of a deceased proprietor, you must state your belief that the missing paper Certificate of Title has not been deposited as a security or held by another by way of lien. You must also explain the reasons for your belief. In the case of a witness who is deceased, unavailable or uncooperative, inability to obtain a statutory declaration must be substantiated with copies of correspondence, death certificates or other appropriate evidence attached to your own statutory declaration.
* Clause 6 – you must state that the missing certificate has not been deposited as a security or held by another by way of lien. This refers to depositing the certificate of title as security for an unregistered mortgage or lien. The statement does not relate to depositing the certificate of title with a lender who has subsequently registered a mortgage.
* Clause 7 – one or more statutory declarations must detail who looked where to find the missing paper Certificate of Title. If you have failed to look in any obvious places – e.g. safety deposit box, personal papers or your bank if the mortgage was paid out and the paper Certificate of Title was not returned – you will be required to look there and submit a further statutory declaration.
* Clause 8 – you must state in your statutory declaration that you undertake to return the missing paper Certificate of Title to the Registrar of Titles in the event that it is ever found.
* Clause 9 – you must state that you have, to the best of your knowledge, complied with all requirements and relevant laws.
* Clause 10 – you must retain all evidence provided in support of this application to Land Use Victoria for a period of 7 years.
* For all other requirements for completing a valid statutory declaration please refer to the Victorian Government’s [statutory declarations](https://www.justice.vic.gov.au/statdecs) page.

# Contact us

For contact details visit the [Contact us](https://www.land.vic.gov.au/contact-us) page.