



## REQUEST FOR DOCUMENTS (ADMISSIONS)

This form must be used when requesting a Certificate of Good Standing or a Duplicate Admission Order. Please complete all sections of this form and file on RedCrest.

### USE, DISCLOSURE AND SECURITY:

Your personal information and any other information you provide will be dealt with in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic). Any information submitted or collected is captured and maintained in secure data and information management systems. The Supreme Court of Victoria will not disclose any details to any third parties without your consent, unless it is required by law. The Court stores and manages information in a secure location with access restricted to responsible court officers.

### A. APPLICANT DETAILS

<b>Applicant:</b> <i>(name at time of admission)</i>	
<b>Applicant's other names:</b> <i>(if applicable)</i>	
<b>Applicant's address:</b>	
<b>Returning physical address for post:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

### B. ADMISSION DETAILS

<b>Date of Admission:</b> <i>(or estimate)</i>	
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### C. CERTIFICATE REQUIRED

<b>Certificate Required:</b>	<input type="checkbox"/> Certificate of Good Standing <input type="checkbox"/> Duplicate Admission Order
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**My reason for requesting this certificate is:**

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**D. CERTIFICATE OF FITNESS**

**Certificate of Fitness is a prerequisite to the Court issuing a Certificate of Good Standing<sup>1</sup>.**

I confirm a Certificate of Fitness has been requested to be sent directly to [admissions@supcourt.vic.gov.au](mailto:admissions@supcourt.vic.gov.au)

**E. CONSENT**

I consent to the Court disclosing any personal or other information contained in this form, or which may subsequently be provided in relation to this application, to the VLSB as might be required in order to provide the requested certificate.

<b>Signature of Applicant:</b>	
<b>Full name:</b>	
<b>Date:</b>	

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<sup>1</sup> Please note that the Prothonotary will only issue the requested certificate within 28 days from the date of issue of the Certificate of Fitness. Please request the VLSB forward the Certificate of Fitness directly to the Supreme Court of Victoria at [admissions@supcourt.vic.gov.au](mailto:admissions@supcourt.vic.gov.au).