The Family Handover Kit

AUSTRALIA

Large print edition · fill in on screen

Free · The Family Handover Kit, Australia · general information, not legal advice

Official power of attorney forms: New South Wales, Victoria and Queensland

The forms each state publishes, who issues each one, and the date we checked it. Then a record of where this household's own papers are.

Prepared and checked by Valoren, a UK business, not an Australian law firm. This is general information, not legal advice about your circumstances. No Australian lawyer has reviewed this page.

Prepared 4 November 2026

familyhandoverkit.com/au/power-of-attorney

Using this file

The three tables are the official forms of New South Wales, Victoria and Queensland, one table a state. Each row is one form as the body that publishes it names it, with its number and version where it prints one, the body's name, and the date we checked that page.

The tables do not say which form you need. Each state's own page says what each form is for, and a solicitor can say what fits your household. The web address of each form's page is listed under "Sources for this file".

The file ends with a record. It asks which of these documents this household has, who was appointed, and where each original is kept. Names and places only. It is not one of the documents, and filling it in appoints nobody.

The bodies change their forms. A printed copy is a snapshot of the dates it carries. The page on our site is kept current, and a row we have not checked within 62 days is withheld there.

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New South Wales

New South Wales · general information · checked 3 November 2026

The forms New South Wales bodies publish. One row a form. Where no NSW body publishes a form, the row says so in that body's words.

Document

General Power of Attorney

Official form

Manual PDF

Interactive PDF

Issued by

NSW Land Registry Services

Format

Manual PDF: PDF to print and fill in by hand, tagged, 6 pages

Interactive PDF: PDF you can type into, not tagged, 6 pages

Checked
3 November 2026

Document
Enduring Power of Attorney

Official form
Manual PDF
Interactive PDF

Issued by
NSW Land Registry Services

Format
Manual PDF: PDF to print and fill in by hand, not tagged, 7 pages
Interactive PDF: PDF you can type into, not tagged, 8 pages

Checked
3 November 2026

Document
Revocation of Power of Attorney

Official form
Manual PDF
Interactive PDF

Issued by
NSW Land Registry Services

Format

Manual PDF: PDF to print and fill in by hand, tagged, 1 page

Interactive PDF: PDF you can type into, not tagged, 1 page

Checked

3 November 2026

Document

Deeds Index Particulars form (form 10-0530)

Official form

Interactive PDF

Issued by

NSW Land Registry Services

Format

PDF you can type into, not tagged, 1 page

Checked

3 November 2026

Document

Appointment of Enduring Guardian

Official form

not published online by any NSW body we read

The Local Court of NSW says the Appointment of Enduring Guardian form can be obtained from your local post office or by contacting a Local Court Registry.

NSW Trustee and Guardian says it does not provide blank Appointment of Enduring Guardian forms, because it prepares the document as part of its service.

NCAT says it only provides forms to review an enduring guardian appointment or enduring power of attorney.

The Local Court of NSW says you can download a Power of Attorney form from the Land Registry Services website, or purchase a "Prepare your own Enduring Power of Attorney and Enduring Guardianship Pack", which are available at post offices.

This page lists the court's sentences as a reference. The pack is a commercial product, not an official form, and this is not a recommendation.

Checked

3 November 2026

Document

Making an Advance Care Directive - form and information booklet

Official form

February 2026

Information booklet and form

Black and white copy – information booklet and form

Black and white – form ONLY

Press ready copy – Information booklet and form

Press ready copy – form ONLY

Issued by
NSW Health

Format
Information booklet and form: PDF you can type into, not tagged, 18 pages

Black and white copy – information booklet and form: PDF to print and fill in by hand, not tagged, 18 pages

Black and white – form ONLY: PDF to print and fill in by hand, not tagged, 6 pages

Press ready copy – Information booklet and form: PDF to print and fill in by hand, not tagged, 20 pages

Press ready copy – form ONLY: PDF to print and fill in by hand, not tagged, 6 pages

Checked
3 November 2026

Document
Review of an enduring guardian appointment

Official form
July 2025
PDF

Issued by
NCAT, Guardianship Division

Format
PDF you can type into, tagged, 12 pages

Checked
3 November 2026

Document

Review of an enduring power of attorney

Official form
July 2025
PDF

Issued by
NCAT, Guardianship Division

Format
PDF you can type into, tagged, 12 pages

Checked
3 November 2026

Document

Review revocation of an enduring power of attorney

Official form
July 2025
PDF

Issued by
NCAT, Guardianship Division

Format
PDF you can type into, tagged, 12 pages

Checked
3 November 2026

Victoria

Victoria · general information · checked 3 November 2026

The forms Victorian bodies publish: the Department of Justice and Community Safety for powers of attorney, Health Victoria for medical treatment and advance care documents. One row a form.

Document

General non-enduring power of attorney appointment form

Official form
PDF

Issued by
Department of Justice and Community Safety

Format
PDF to print and fill in by hand, not tagged, 1 page

Checked
3 November 2026

Document

General non-enduring power of attorney appointment - alternative attorney form (for

appointing alternative attorney(s))

Official form

PDF

Issued by

Department of Justice and Community Safety

Format

PDF to print and fill in by hand, not tagged, 2 pages

Checked

3 November 2026

Document

Revocation of general non-enduring power of attorney appointment form

Official form

PDF

Issued by

Department of Justice and Community Safety

Format

PDF to print and fill in by hand, tagged, 1 page

Checked

3 November 2026

Document

Enduring power of attorney appointment –

short form (for appointing up to 2 attorneys and 2 alternative attorneys)

Official form

PDF

Issued by

Department of Justice and Community Safety

Format

PDF you can type into, tagged, 33 pages

Checked

3 November 2026

Document

Enduring power of attorney appointment – long form (for appointing up to 4 attorneys and 3 alternative attorneys)

Official form

PDF

Issued by

Department of Justice and Community Safety

Format

PDF you can type into, tagged, 46 pages

Checked

3 November 2026

Document

Revocation by principal of enduring power of attorney or appointment of attorney or alternative attorney

Official form

PDF

Issued by

Department of Justice and Community Safety

Format

PDF you can type into, tagged, 16 pages

Checked

3 November 2026

Document

Notification by an attorney - enduring power of attorney

Official form

PDF

Issued by

Department of Justice and Community Safety

Format

PDF you can type into, tagged, 6 pages

Checked

3 November 2026

Document

Resignation of enduring power of attorney appointment for an attorney or alternative attorney who wants to resign

Official form

PDF

Issued by

Department of Justice and Community Safety

Format

PDF you can type into, tagged, 3 pages

Checked

3 November 2026

Document

Supportive attorney appointment – short form (for appointing up to 2 supportive attorneys and 2 alternative supportive attorneys)

Official form

PDF

Issued by

Department of Justice and Community Safety

Format

PDF you can type into, tagged, 29 pages

Checked
3 November 2026

Document

Supportive attorney appointment – long form (for appointing up to 4 supportive attorneys and 2 alternative supportive attorneys)

Official form
PDF

Issued by
Department of Justice and Community Safety

Format
PDF you can type into, tagged, 38 pages

Checked
3 November 2026

Document

Revocation by principal of supportive attorney appointment or appointment of a supportive attorney or alternative supportive attorney

Official form
PDF

Issued by
Department of Justice and Community Safety

Format
PDF you can type into, tagged, 14 pages

Checked
3 November 2026

Document

Resignation of supportive attorney appointment for a supportive attorney or alternative supportive attorney who wants to resign

Official form
PDF

Issued by
Department of Justice and Community Safety

Format
PDF you can type into, tagged, 2 pages

Checked
3 November 2026

Document

Advance care directive for adults

Official form
PDF
Word copy

Issued by
Health Victoria (Department of Health)

Format
PDF: PDF you can type into, tagged, 6 pages
Word copy: Word copy

Checked
3 November 2026

Document
Advance care directive for young people under 18 years of age

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF you can type into, tagged, 8 pages

Checked
3 November 2026

Document
Advance care directive for adults for someone signing on your behalf

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF you can type into, tagged, 7 pages

Checked
3 November 2026

Document
Revocation of an advance care directive form

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF to print and fill in by hand, tagged, 3 pages

Checked
3 November 2026

Document
Appointment of medical treatment decision maker form

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF you can type into, tagged, 5 pages

Checked
3 November 2026

Document
Appointment of medical treatment decision maker form (long)

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF you can type into, tagged, 8 pages

Checked
3 November 2026

Document
Appointment of medical treatment decision maker for someone signing on your behalf

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF you can type into, tagged, 6 pages

Checked
3 November 2026

Document
Revocation of medical treatment decision maker form

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF to print and fill in by hand, tagged, 3 pages

Checked
3 November 2026

Document
Resignation of medical treatment decision maker form

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF to print and fill in by hand, tagged, 1 page

Checked
3 November 2026

Document
Appointment of support person form

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF you can type into, tagged, 4 pages

Checked
3 November 2026

Document
Appointment of support person for someone signing on your behalf

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF you can type into, tagged, 5 pages

Checked
3 November 2026

Document
Revocation of support person form

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF to print and fill in by hand, tagged, 3 pages

Checked
3 November 2026

Document
Resignation of support person form

Official form
PDF

Issued by
Health Victoria (Department of Health)

Format
PDF to print and fill in by hand, tagged, 1 page

Checked
3 November 2026

Queensland

Queensland · general information · checked
3 November 2026

The forms Queensland publishes: the approved forms on the Queensland Government publications site, and the Titles Registry's own form. One row a form.

Document

Form 1 · General power of attorney - form

Official form
Version 3
PDF

Issued by
Queensland Government (Department of Justice), on publications.qld.gov.au

Format
PDF, 83 KB, updated 30 November 2020, file not opened by us

Checked
3 November 2026

Document

Form 2 · Enduring power of attorney - short form

Official form

Version 4

PDF

Issued by

Queensland Government (Department of Justice), on publications.qld.gov.au

Format

PDF, 240 KB, updated 6 November 2025, file not opened by us

Checked

3 November 2026

Document

Form 3 · Enduring power of attorney - long form

Official form

Version 4

PDF

Issued by

Queensland Government (Department of Justice), on publications.qld.gov.au

Format
PDF, 289 KB, updated 14 March 2025, file not opened by us

Checked
3 November 2026

Document
Form 4 · Advance health directive - form

Official form
Version 5
PDF

Issued by
Queensland Government (Department of Justice), on publications.qld.gov.au

Format
PDF, 395 KB, updated 30 November 2020, file not opened by us

Checked
3 November 2026

Document
Form 5 · General power of attorney - revocation

Official form
Version 3
PDF

Issued by
Queensland Government (Department of Justice), on publications.qld.gov.au

Format
PDF, 64 KB, updated 30 November 2020, file not opened by us

Checked
3 November 2026

Document

Form 6 · Enduring power of attorney - revocation

Official form
Version 1
PDF

Issued by
Queensland Government (Department of Justice), on publications.qld.gov.au

Format
PDF, 174 KB, updated 30 November 2020, file not opened by us

Checked
3 November 2026

Document

Form 7 · Interpreter's/translator's statement

Official form

Version 2

PDF

Issued by

Queensland Government (Department of Justice), on publications.qld.gov.au

Format

PDF, 179 KB, updated 30 November 2020, file not opened by us

Checked

3 November 2026

Document

Form 8 · Additional page

Official form

Version 1

PDF

Issued by

Queensland Government (Department of Justice), on publications.qld.gov.au

Format

PDF, 179 KB, updated 30 November 2020, file not opened by us

Checked
3 November 2026

Document

Form 9 · Enduring power of attorney - explanatory guide

Official form
Version 1
PDF

Issued by
Queensland Government (Department of Justice), on publications.qld.gov.au

Format
PDF, 415 KB, updated 30 November 2020, file not opened by us

Checked
3 November 2026

Document

Form 10 · Advance health directive - explanatory guide

Official form
Version 1
PDF

Issued by
Queensland Government (Department of Justice), on publications.qld.gov.au

Format
PDF, 379 KB, updated 30 November 2020, file not opened by us

Checked
3 November 2026

Document

Form 16 · Request to register power of attorney/revocation of power of attorney

Official form
Version 4

PDF

Word template

Issued by
Titles Queensland

Format
PDF: PDF you can type into, tagged, 1 page

Word template: Word template

Checked
3 November 2026

Sources for this file

Every row in this file, the body it was read from, and the date it was checked against that body.

New South Wales

General Power of Attorney NSW Land Registry Services · Power of attorney & Old System deeds · nswlrs.com.au/services/power-of-attorney-old-system-deeds/ · checked 3 November 2026

Enduring Power of Attorney NSW Land Registry Services · Power of attorney & Old System deeds · nswlrs.com.au/services/power-of-attorney-old-system-deeds/ · checked 3 November 2026

Revocation of Power of Attorney NSW Land Registry Services · Power of attorney & Old System deeds · nswlrs.com.au/services/power-of-attorney-old-system-deeds/ · checked 3 November 2026

Deeds Index Particulars form (form 10-0530) NSW Land Registry Services · Power of attorney & Old System deeds · nswlrs.com.au/services/power-of-attorney-old-system-deeds/ · checked 3 November 2026

Appointment of Enduring Guardian Local Court of NSW · Power of Attorney and Enduring Guardianship · localcourt.nsw.gov.au/about-us/jurisdictions0/power-of-attorney-and-enduring-guardianship.html · checked 3 November 2026

Appointment of Enduring Guardian NSW Trustee and Guardian · Choose an enduring guardian · nsw.gov.au/family-and-relationships/planning-for-end-of-life/choose-enduring-guardian · checked 3 November 2026

Appointment of Enduring Guardian NSW Civil and Administrative Tribunal (NCAT) · Guardianship Division forms · ncat.nsw.gov.au/forms-and-fees/forms/guardianship-division-forms.html · checked 3 November 2026

Appointment of Enduring Guardian Local Court of NSW · Power of Attorney and Enduring Guardianship · localcourt.nsw.gov.au/about-us/jurisdictions0/power-of-attorney-and-enduring-guardianship.html · checked 3 November 2026

Making an Advance Care Directive - form and information booklet NSW Health · Making an Advance Care Directive - form and information booklet · health.nsw.gov.au/patients/acp/Pages/acd-form-info-book.aspx · checked 3 November 2026

Review of an enduring guardian appointment NSW Civil and Administrative Tribunal (NCAT) · Guardianship Division forms · ncat.nsw.gov.au/forms-and-fees/forms/guardianship-division-forms.html · checked 3 November 2026

Review of an enduring power of attorney NSW Civil and Administrative Tribunal (NCAT) · Guardianship Division forms · ncat.nsw.gov.au/forms-and-fees/forms/guardianship-division-forms.html · checked 3 November 2026

Review revocation of an enduring power of attorney NSW Civil and Administrative Tribunal (NCAT) · Guardianship Division forms · ncat.nsw.gov.au/forms-and-fees/forms/guardianship-division-forms.html · checked 3 November 2026

Victoria

General non-enduring power of attorney appointment form Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

General non-enduring power of attorney appointment - alternative attorney form (for appointing alternative attorney(s)) Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Revocation of general non-enduring power of attorney appointment form Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Enduring power of attorney appointment – short form (for appointing up to 2 attorneys and 2 alternative attorneys) Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Enduring power of attorney appointment – long form (for appointing up to 4 attorneys and 3 alternative attorneys) Department of Justice and Community Safety · Powers of

Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Revocation by principal of enduring power of attorney or appointment of attorney or alternative attorney Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Notification by an attorney - enduring power of attorney Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Resignation of enduring power of attorney appointment for an attorney or alternative attorney who wants to resign Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Supportive attorney appointment – short form (for appointing up to 2 supportive attorneys and 2 alternative supportive attorneys) Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Supportive attorney appointment – long form (for appointing up to 4 supportive attorneys and 2 alternative supportive attorneys) Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Revocation by principal of supportive attorney appointment or appointment of a supportive attorney or alternative supportive attorney Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Resignation of supportive attorney appointment for a supportive attorney or alternative supportive attorney who wants to resign Department of Justice and Community Safety · Powers of Attorney Act 2014 · justice.vic.gov.au/powers-of-attorney-act-2014 · checked 3 November 2026

Advance care directive for adults Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Advance care directive for young people under 18 years of age Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Advance care directive for adults for someone signing on your behalf Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Revocation of an advance care directive form Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Appointment of medical treatment decision maker form Health Victoria · Advance care planning forms ·

health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Appointment of medical treatment decision maker form (long) Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Appointment of medical treatment decision maker for someone signing on your behalf Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Revocation of medical treatment decision maker form Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Resignation of medical treatment decision maker form Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Appointment of support person form Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Appointment of support person for someone signing on your behalf Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Revocation of support person form Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Resignation of support person form Health Victoria · Advance care planning forms · health.vic.gov.au/advance-care-planning/forms · checked 3 November 2026

Queensland

Form 1 · General power of attorney - form Queensland Government · Power of attorney and advance health directive forms · publications.qld.gov.au/dataset/power-of-attorney-and-advance-health-directive-forms · checked 3 November 2026

Form 2 · Enduring power of attorney - short form Queensland Government · Power of attorney and advance health directive forms · publications.qld.gov.au/dataset/power-of-attorney-and-advance-health-directive-forms · checked 3 November 2026

Form 3 · Enduring power of attorney - long form Queensland Government · Power of attorney and advance health directive forms · publications.qld.gov.au/dataset/power-of-attorney-and-advance-health-directive-forms · checked 3 November 2026

Form 4 · Advance health directive - form Queensland Government · Power of attorney and advance health directive forms · publications.qld.gov.au/dataset/power-of-attorney-and-advance-health-directive-forms · checked 3 November 2026

Form 5 · General power of attorney - revocation
Queensland Government · Power of attorney and advance health directive forms · publications.qld.gov.au/dataset/power-of-attorney-and-advance-health-directive-forms · checked 3 November 2026

Form 6 · Enduring power of attorney - revocation
Queensland Government · Power of attorney and advance health directive forms · publications.qld.gov.au/dataset/power-of-attorney-and-advance-health-directive-forms · checked 3 November 2026

Form 7 · Interpreter's/translator's statement Queensland Government · Power of attorney and advance health directive forms · publications.qld.gov.au/dataset/power-of-attorney-and-advance-health-directive-forms · checked 3 November 2026

Form 8 · Additional page Queensland Government · Power of attorney and advance health directive forms · publications.qld.gov.au/dataset/power-of-attorney-and-advance-health-directive-forms · checked 3 November 2026

Form 9 · Enduring power of attorney - explanatory guide
Queensland Government · Power of attorney and advance health directive forms · publications.qld.gov.au/dataset/power-of-attorney-and-advance-health-directive-forms · checked 3 November 2026

Form 10 · Advance health directive - explanatory guide
Queensland Government · Power of attorney and advance health directive forms · publications.qld.gov.au/dataset/

power-of-attorney-and-advance-health-directive-forms · checked 3 November 2026

Form 16 · Request to register power of attorney/ revocation of power of attorney Titles Queensland · Forms - Titles Queensland · titlesqld.com.au/titles-registry-forms/ · checked 3 November 2026

Where this household's papers are

Which of these documents this household has, and where each original is kept. Names and places only: never an account number, a PIN or a password. This page is not one of the documents, and filling it in appoints nobody.

This record is for the household of:

Kept up to date by:

Started:

_____

DD / MM / YYYY

Last updated:

_____

DD / MM / YYYY

Document 1

The document, as your state names it:

Made in

☐ New South Wales ☐ Victoria ☐ Queensland

☐ Elsewhere:

Date it was made

DD / MM / YYYY

The people named in it (names only)

Where the original is kept

As you would tell the first-call person: the drawer, the folder, the firm.

Who holds a certified copy

Lodged with a registry

☐ Yes ☐ No ☐ Not sure

Which:

A fact to record, if you know it. This page does not say whether lodging is needed.

Notes

Document 2

The document, as your state names it:

Made in

☐ New South Wales ☐ Victoria ☐ Queensland

☐ Elsewhere:

Date it was made

DD / MM / YYYY

The people named in it (names only)

Where the original is kept

As you would tell the first-call person: the drawer, the folder, the firm.

Who holds a certified copy

Lodged with a registry

☐ Yes ☐ No ☐ Not sure

Which: _____

A fact to record, if you know it. This page does not say whether lodging is needed.

Notes

Document 3

The document, as your state names it:

Made in

☐ New South Wales ☐ Victoria ☐ Queensland

☐ Elsewhere: _____

Date it was made

_____

DD / MM / YYYY

The people named in it (names only)

Where the original is kept

As you would tell the first-call person: the drawer, the folder, the firm.

Who holds a certified copy

Lodged with a registry

☐ Yes ☐ No ☐ Not sure

Which:

A fact to record, if you know it. This page does not say whether lodging is needed.

Notes

Document 4

The document, as your state names it:

Made in

☐ New South Wales ☐ Victoria ☐ Queensland

☐ Elsewhere:

Date it was made

DD / MM / YYYY

The people named in it (names only)

Where the original is kept

As you would tell the first-call person: the drawer, the folder, the firm.

Who holds a certified copy

Lodged with a registry

☐ Yes ☐ No ☐ Not sure

Which: _____

A fact to record, if you know it. This page does not say whether lodging is needed.

Notes

If a document is with a solicitor, the firm's name and the file reference are enough. If you are not sure whether a document exists, write that: it tells the family what to look for.