

Land Registry
Application for official copies of register/
plan or certificate in Form CI

OC1

Use one form per title.

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Land Registry is unable to give legal advice but our website www.landregistry.gov.uk provides guidance on Land Registry applications. This includes public guides and practice guides (aimed at conveyancers) that can also be obtained from any Land Registry office.

See www.landregistry.gov.uk/contact-us/offices if you are unsure which Land Registry office to send this application to.

LAND REGISTRY USE ONLY Record of fees paid
Particulars of under/over payments
Reference number Fees debited £

Where there is more than one local authority serving an area, enter the one to which council tax or business rates are normally paid.

Use a separate form for each registered title.

Place 'X' in the appropriate box.

1	Local authority serving the property: <input type="text"/>
2	Details of estate (a) Title number if known: <input type="text"/> (b) (Where the title number is unknown) this application relates to <input type="checkbox"/> freehold <input type="checkbox"/> leasehold <input type="checkbox"/> manor <input type="checkbox"/> franchise <input type="checkbox"/> caution against first registration <input type="checkbox"/> rentcharge <input type="checkbox"/> profit a prendre in gross
3	Property Flat/unit number: <input type="text"/> <hr/> Postal number or description: <input type="text"/> <hr/> Name of road: <input type="text"/> <hr/> Name of locality: <input type="text"/> <hr/> Town: <input type="text"/> <hr/> Postcode: <input type="text"/>

See fees calculator at www.landregistry.gov.uk/professional/fees/fees-calculator

Place 'X' in the appropriate box.

The fee will be charged to the account specified in panel 5.

If you are paying by credit account or direct debit, this will be the account charged.

Please note that the facility of issuing copies electronically is not available at present. When it is, a direction will appear on our website and details will be given in Public Guide 1 and Practice Guide 11. Until there is a direction, you do not need to complete this panel to obtain an official copy in paper format.

Official copies issued electronically are in 'Portable Document Format' (PDF) which replicates the appearance of the hard copy version. You will need Adobe Acrobat Reader (which you can install free from www.adobe.com) to open the document.

Place 'X' in the box if applicable.

Indicate how many copies of each are required.

Place 'X' in the appropriate box.

State reference, for example 'edged red'.

4 Application and fee		
Application	Total number of all copies or certificates requested in panel 7	Fee paid (£)
Official copy of register /plan or certificate of inspection of title plan		
Fee payment method		
<input type="checkbox"/> cheque made payable to 'Land Registry'		
<input type="checkbox"/> Land Registry credit account		
<input type="checkbox"/> direct debit, under an agreement with Land Registry		
5 This application is sent to Land Registry by		
Key number (if applicable):		
Name:		
Address or UK DX box number:		
Email address:		
Reference:		
Phone no:		Fax no:
6 Issue of official copies in paper format where an email address has been supplied		
If you have supplied an email address in panel 5, then, unless you complete the box below, any official copy will be issued electronically to that address, if there is a direction under section 100(4) of the Land Registration Act 2002 by the registrar covering such issuing.		
<input type="checkbox"/> I have supplied an email address but require the official copy(ies) to be issued in paper format instead of being issued electronically		
7 I apply for		
<input type="checkbox"/> official copy(ies) of the register of the above mentioned property		
<input type="checkbox"/> official copy(ies) of the title plan or caution plan of the above mentioned property		
<input type="checkbox"/> certificate(s) of inspection of title plan, in which case either		
i. <input type="checkbox"/> an estate plan has been approved and the plot number is:		
or		
ii. <input type="checkbox"/> no estate plan has been approved and a certificate is to be issued in respect of the land shown		
on the attached plan and copy		

Place 'X' in the appropriate box.

8	<p>If an application for registration is pending against the title</p> <p><input type="checkbox"/> I require an official copy back-dated prior to the receipt of the application</p> <p><input type="checkbox"/> I require an official copy on completion of that application</p>
9	<p>Signature of applicant:</p> <p>Date: </p>

WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.