Heritage

Request for a certified copy of entry

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| --- | --- | --- | --- | --- | --- | --- | --- |
| *Use this form to request a certified copy of the entry for a place on the Queensland Heritage Register. Use a new form for each Queensland Heritage Place.* Applicant details | | | | | | | |
| your reference | telephone |
| applicant name | COMPANY |
| Postal address | |
| EMAIL ADDRESS | |
| Place Details | | | | |
| |  |  | | --- | --- | | name of Queensland heritage place | queensland HERITAGE REGISTER no. | | street address (include street number and corner street if applicable) | | | suburb / town | | | local government area | | | lots on plan/s | | | | | | |

# Lodgement and fees

* A fee applies to each Queensland Heritage Place searched for. Search fees and services at <https://www.des.qld.gov.au> for fee information.
* Select payment option.

Credit card payments are processed via BPoint and a secure link will be emailed requesting payment; or

Cheques or money orders should be made payable to the Department of Environment and Science and attached to this application.

* For enquiries about this form contact 13 QGOV (13 74 68) and ask to speak to a Heritage Branch officer.
* Please note **urgent requests cannot be accommodated.**

# Receiving a certified copy of entry

Certified copies of entry will be returned by mail (response time up to 7 business days). If an email address is provided on the form, a copy of the certified copy of entry can be emailed (response time up to 5 business days).

Send one copy of the completed form and payment to:

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| --- | --- | --- |
| **Email:**  Heritage Branch  Department of Environment and Science  [heritage@des.qld.gov.au](mailto:heritage@des.qld.gov.au) | **OR** | **Mail:**  Executive Officer  Heritage Branch  Department of Environment and Science  GPO Box 2454  Brisbane Queensland 4001 |

Further information

* call (07) 3330 5859 or email [heritage@des.qld.gov.au](mailto:heritage@des.qld.gov.au)
* visit [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/) for heritage information
* search fees and services at [www.des.qld.gov.au](http://www.ehp.qld.gov.au) for fee information

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| --- | --- | --- | --- | --- | --- | --- |
| **Office Use Only** | | | | | | |
| DETAILS OF STAFF MEMBER ACCEPTING REQUEST – PRINT NAME AND EXTENSION PLEASE. | | | NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  EXTENSION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| RECEIPT NUMBER: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AMOUNT $: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |