RELEASE LASTING POWERS OF ATTORNEY / ENDURING POWERS OF ATTORNEY

If you need us to release Lasting Powers of Attorney and/or Enduring Powers of Attorney held in our archives, please follow the relevant process below. There are two different processes depending on whether you are the document owner (our client) or an attorney. These requirements are for both originals and certified copies of Powers of Attorney.

I AM YOUR CLIENT (owner of the document)

1. Send a written request to us with your signature authorising us to release the document/s. You can email this to **trusts@hrjforemanlaws.co.uk** or via post to HRJ Foreman Laws Solicitors, 25 Bancroft, Hitchin, Herts, SG5 1JW.
2. Ensure your letter includes key information such as your name, address, and if possible, the date of your document/s.
3. Include proof of ID. This must be photographic identification (such as a passport or photo card driving licence) and some documentation confirming your address no more than 3 months old (such as a bank statement or utility bill).

Upon receipt of the required documentation, please allow us 5 working days to retrieve your document/s from storage and release to you.

I AM AN ATTORNEY

1. Send a letter of consent signed by our client (the document owner) authorising us to release the document/s to you. You can email this to **trusts@hrjforemanlaws.co.uk** or via post to HRJ Foreman Laws Solicitors, 25 Bancroft, Hitchin, Herts, SG5 1JW.
2. Ensure their letter includes key information for both you and the document owner such as name, address, and if possible, the date of the document/s.
3. Include proof of your ID and ID for the Donor. This must be photographic identification (such as a passport or photo card driving licence) and some documentation confirming your address no more than 3 months old (such as a bank statement or utility bill).
4. In the absence of 1 (above), where:
   a. Attorneys are appointed jointly – you should provide written authority from all named attorneys; or
   b. Attorneys are appointed joint and severally – provide written authority from at least one named attorney; and
   c. Include photographic ID and proof of address for all attorneys requesting release of the documents.

   IF, the Donor cannot provide written consent due to lack of capacity then we will require evidence such as confirmation from the Donor's GP/Consultant or other medical professional confirming that capacity has been lost.

Upon receipt of the required documentation, please allow us 5 working days to retrieve the document/s from storage and release to you.