# REQUEST FOR CERTIFIED COPY OF COURT RECORD - OR

Please specify details of court record required:……………………………………………………………………………………………………

# REQUEST FOR CERTIFICATE OF CONVICTION

To the Clerk of Petty Sessions: …………………………………………………………………………………………………............................

Name of Defendant: ………………………………………………………D.O.B.…………………………………………………………………………

Complaint Number(s): …………………………………………………………………………………………………………………………………………

Date of offence: ……………………………………………………. Date of Sentence: ………………………………………………………………

Please supply a certificate pursuant to Section 178 of the Evidence Act 2001 to show the following in relation to the above details;

* Conviction of the person
* Acquittal of the person
* Sentencing order of the person
* Bail conditions imposed on the person
* A particular order made before the court   
  Please specify: ………………………………………………………………………………………………………………………………………

## Certificates will include the following;

* Date of such conviction, acquittal, sentence order, bail, or proceeding;
* Title of the Court;
* Basic details relating to actual appearance or proceedings;
* Outcome of court proceeding;
* Basic details of the particulars for each charge.

Email all requests to:

HOBART: [registry.hobart@magistratescourt.tas.gov.au](mailto:registry.hobart@magistratescourt.tas.gov.au) LAUNCESTON: [registry.launceston@magistratescourt.tas.gov.au](mailto:registry.launceston@magistratescourt.tas.gov.au%20)

BURNIE: [registry.burnie@magistratescourt.tas.gov.au](mailto:registry.burnie@magistratescourt.tas.gov.au%20)  DEVONPORT: registry.devonport@magistratescourt.tas.gov.au

Please note certificates can take up to 7 days to complete.

Name of person requesting certificate: ………………………………………………………………………………………………………………

Contact Number: ……………………………………………………… Email: …………………………………………………………………………….

Relationship to defendant: …………………………………………………………………………………………………………………………………

Reason for requesting certificate: ……………………………………………………………………………………………………………………….

Address to post certificate to ………………………………………………………………………………………………………………………………

Signed: ………………………………………………………………………. Date: …………………………………………………………………………….