

## APPOINTMENT REQUEST FORM

### for a probate interview

*For Probate Office use only*

Interview on \_\_\_\_\_ at \_\_\_\_\_ pm    Applicant notified on \_\_\_\_\_ by \_\_\_\_\_

**When completed, send this form and required copy documents to  
Probate Office, Royal Courts of Justice, PO Box 410, Chichester Street, Belfast BT1 3JF**

	Monday	Tuesday	Wednesday	Thursday
<b>Strike out day(s) and time(s) that DO NOT SUIT for your probate interview</b>	2 pm	2 pm	2 pm	2 pm
	3 pm	3 pm	3 pm	3 pm

***Details of the person who has died***

Full name of the person who has died:   Did they leave a Will? Yes / No	Marital / civil status:  Occupation (if retired, previous occupation):  Age at death:
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***Your details***

Full name of applicant attending interview: (Executor named in Will or Next-of-kin if no Will)	
Is this name the same as that shown in your photo id document? Yes / No	
Full address of applicant:	
Relationship to deceased:	Occupation (if retired, previous occupation):
Daytime contact telephone number:	
Email address:	

*Continue overleaf* ►

**Details of other applicant(s) attending interview**

Full name of second applicant (if any) attending interview:  
(Executor named in Will or Next-of-kin if no Will)

Is this name the same as that shown in their photo id document? Yes / No

Full address of applicant:

Relationship to deceased:

Occupation (if retired, previous occupation):

Full name of third applicant (if any) attending interview:  
(Executor named in Will or Next-of-kin if no Will)

Is this name the same as that shown in their photo id document? Yes / No

Full address of applicant:

Relationship to deceased:

Occupation (if retired, previous occupation):

**Details of other executor(s) NOT attending interview**

Full name(s) of any Executor(s) named in Will (if any)  
NOT attending interview,

and the reason for non-attendance:

Full name(s) of any Executor(s) named in Will (if any)  
NOT attending interview,

and the reason for non-attendance:

**I have read the NICTS probate booklet "Dealing with a deceased person's estate".  
I enclose the required copy documents and request an appointment for a probate  
interview in accordance with the personal application procedure given in the booklet.**

Tick if  
enclosed

- Photocopy of the Death Certificate or Coroner's Certificate
- Photocopy of 'Return of Estate Information' tax form (fully completed),  
or IHT421 Probate Summary stamped by HMRC IHT
- Photocopy of the Will (not the original Will) – if the deceased person left a Will.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_