

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**

Strike out day(s) and time(s) that DO NOT SUIT for your probate interview	Monday	Tuesday	Wednesday	Thursday
	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:

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	<input type="checkbox"/> Photocopy of the Death Certificate or Coroner’s Certificate
	<input type="checkbox"/> Photocopy of ‘Return of Estate Information’ tax form (fully completed), or IHT421 Probate Summary stamped by HMRC IHT
	<input type="checkbox"/> Photocopy of the Will (not the original Will) – if the deceased person left a Will.
Signed: _____ Date: _____	