An tSeirbhís Chúirteanna
Courts Service

FORM S1: APPLICATION TO THE PROBATE OFFICE
(POSTAL APPLICATIONS INCL. DX)
SEAT OFFICE (SOLICITOR) APPLICATIONS ONLY

- This form must accompany **all** applications.
- If the form is incomplete the office may not be able to process the application.
- Where a number of applications are submitted together a separate form must accompany each one.

- **Address your application to: Seat Office, Probate Office, Courts Service, Phoenix House, Smithfield, Dublin 7**

1. Complete this section in all cases – block capitals only	
Name of deceased	
Date of death	
Address of deceased	
Name of the applicant	
Original Will enclosed	Yes ☐ No ☐
Is this the first time the application has been presented to the Probate Office: Yes ☐ No ☐	
If Query Letter/Sheet previously issued from the Seat Office, confirm copy is enclosed: Yes ☐	
Do you have a Probate Office reference number: Yes ☐ No ☐	
If Yes enter Probate Office reference number: Enter Probate Reference here	

2. Type of Application being made (tick as appropriate)		
Probate	☐	**Seat Office**
Intestacy	☐	
Will Annexed	☐	
De Bonis Non	☐	
Limited Grant	☐	
Corrective Affidavit	☐	
If copy documents are required complete Section 3 below		
Are there fees enclosed	Yes ☐ No ☐	If yes enter amount of fees enclosed

3. Copy documents required	**Sealed & Certified (Enter No.)**	**Official (Enter No.)**
Will only		
Grant only		
Will and grant		

4. Application submitted by:	Solicitor ☐	Town Agent ☐
In the event of your application being queried:		

- Return documents by post to solicitor ☐
- Return documents by DX to solicitor ☐
- Documents are to be collected by: Solicitor ☐   Town Agent ☐

5. Contact details	**Solicitor** (complete in all cases)	**Agent** (complete only if agent box ticked)
Name		
Address		
Contact Name		
Email address		
Phone number		
DX Number		

Signature:_____   Date:_____