## **APPOINTMENT REQUEST FORM**

## for a probate interview

For Probate Office use only						
Interview on	at pm	Applic	ant notified	d 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 managements has died						
Full name of the person who has died who has died:			Marital / civil status:  Occupation (if retired, previous occupation):			
Did they leave a Will? Yes / No			Age at death:			
Your details						
Full name of applicant attending interview: (Executor named in Will <i>or</i> 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:						

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Details of other	her applicant(s) attending interview				
Full name of second applicant (if any) attending interview: (Executor named in Will <i>or</i> Next-of-kin if no Will)					
Is this name the same as that shown in their photo id document? Yes / No					
Full address of	of applicant:				
Relationship	to deceased:	Occupation (if retired, previous occupation):			
Full name of third applicant (if any) attending interview: (Executor named in Will <i>or</i> 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.					
	Photocopy of the Death Certificate or Coroner's Certificate				
Tick if enclosed	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:			