



**FORM S2: APPLICATION TO THE PROBATE OFFICE  
(POSTAL APPLICATIONS incl. DX)  
RULES OFFICE 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.
- Ensure each application is accompanied by the correct amount of stamp duty - see [www.courts.ie](http://www.courts.ie) for fees.
- Enclose copies of original documents where copies are required for service or your own records.

**Address your application to:**

**Rules Office, Probate Office, Courts Service, Phoenix House, Smithfield, Dublin 7.**

Name of deceased	
Date of death	
Address of deceased	
Name of the Applicant	
Original Will enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did a Query Letter issue previously in respect of this application?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Query Letter previously issued, confirm copy Query Letter is enclosed:	Yes <input type="checkbox"/>

Type of Application	Tick below	Fees enclosed - enter amount	Office use
Court Application	<input type="checkbox"/>	€	
Probate Officer Order	<input type="checkbox"/>	€	
Caveat (with copy death certificate)	<input type="checkbox"/>	€	
Warning	<input type="checkbox"/>	€	
Appearance to Warning	<input type="checkbox"/>	€	
Consent to set aside Caveat	<input type="checkbox"/>	€	
Citation (with affidavit)	<input type="checkbox"/>	€	
Appearance to Citation	<input type="checkbox"/>	€	
Notice of Intention to apply	<input type="checkbox"/>	€	
Withdrawal of Caveat/ Notice of Intention/ Application	<input type="checkbox"/>	€	
Subpoena (with affidavit)	<input type="checkbox"/>	€	
Other - please specify:	<input type="checkbox"/>	€	

Application submitted by:	Solicitor <input type="checkbox"/>	Agent <input type="checkbox"/>	Personal Applicant (acting without a solicitor) <input type="checkbox"/>
In the event of your application being queried:			
▪ Return documents by post to:	Solicitor <input type="checkbox"/>	Personal Applicant <input type="checkbox"/>	
▪ Return documents by DX to:	Solicitor <input type="checkbox"/>		
▪ Documents are to be collected by	Solicitor <input type="checkbox"/>	Personal Applicant <input type="checkbox"/>	Agent <input type="checkbox"/>

Contact details	Solicitor/Personal Applicant (complete in all cases)	Agent (complete only if agent box ticked)
Name		
Address		
Contact Name		
Email		
Phone number		
DX number		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_