



An tSeirbhís Chúirteanna
Courts Service

**PROBATE OFFICE (RECORDS OFFICE)
FORM PAS1
APPLICATION FOR A PROBATE SEARCH
AND/OR COPY DOCUMENTS (Grants & Wills)**

For Agent Use Only	
Agent	
Tick if TBC	
Agent Signature	

Please read the Information Notes attached first.

INFORMATION ABOUT THE DECEASED		OFFICE USE ONLY
Surname (including variant surnames/spellings)		
Forename (including variant forenames/spellings)		
Date of Death		
Address		

GRANT OF REPRESENTATION DETAILS (IF KNOWN)		OFFICE USE ONLY
Date Grant Issued		
Probate Office Reference Number (e.g. 2011 PO 009999)		
From which Registry did the Grant Issue?	Dublin	

COPY DOCUMENTS REQUIRED	
Do you require a copy of the Grant?	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick as appropriate) If Yes , select the type and number of copies required by entering the number in the relevant box: Official Copies Sealed and Certified Copies
Do you require a copy of the Will (if any)	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick as appropriate) If Yes , select the type and number of copies required by entering the number in the relevant box: Official Copies Sealed and Certified Copies
Other Documents	

PAYMENT DETAILS	
Confirm you are enclosing fees.	Yes <input type="checkbox"/> No <input type="checkbox"/> (Tick as appropriate) If Yes ,
SOLICITORS:	All payments must be made by Court Fee Card only
NON SOLICITORS: If cheque/postal order/international money order is enclosed, tick the box to confirm the statement [Dublin Probate Office Only]	I confirm that the cheque/postal order/international money order enclosed is payable to Courts Service, is payable through an Irish Bank and is for a EURO amount. <input type="checkbox"/> [This applies to the RECORDS OFFICE, Dublin Probate Office only. For applications to a District Probate Registry, contact the registry first to confirm their payee requirements] Note: Cash is not accepted

YOUR CONTACT DETAILS	
Name & your ref. (if any)	
Firm name (if any) & address	
Email	
Phone number	

If you know that the grant issued from the Dublin Probate Office, send this completed form to **RECORDS OFFICE, Probate Office, High Court, Courts Service, 15/24 Phoenix Street North, Smithfield, Dublin 7.**

If you know that the grant issued from one of the District Probate Registries, send this completed form to the relevant Registry. Contact details are available on our website (www.courts.ie). If applying to a District Probate Registry, check with the registry first about their payee requirements.

If you do not know whether a grant has issued or from which registry the grant has issued, you may send this form to either address.

Probate Office Dublin (Records Office) Information and Conditions of Service

General:

Once a grant of probate or letters of administration has issued, copies of the grant and the original will may be obtained on payment of the [appropriate fee](#) by any member of the public.

The Records Office of the Dublin Probate Office holds the records for grants which have issued within the past 20 years. The records for grants which issued prior to this are held at the National Archives. These may be inspected in the Reading Room of the National Archives, Bishop Street, Dublin 8.

The Probate Office also holds records of all grants which have issued from the [14 District Probate Registries](#) within the past 20 years. **These records are for reading purposes only. To get copies of documents when the grant issued in a District Probate Registry contact that registry directly.**

You can apply for a search and/or copy documents by post by completing this form and paying the relevant fee. The form specifies the Dublin Probate Office requirements. If you are applying to a District Probate Registry, please contact that registry first to confirm any special requirements that registry might have (particularly in relation to payee requirements). You may also attend in person at the Dublin Probate Office to apply for a search or for copy documents. If you wish to inspect the records when attending you must provide 48 hours notice as the records will have to be retrieved from storage. Files retrieved for inspection will be available for 5 days. After that period, they will be returned to storage.

GRANT INFORMATION:

The grant sets out the name and address of the legal personal representative(s) of the estate and the name of the solicitor acting in the estate (if any). It also sets out the gross value of the estate and the net value. Detailed information about the estate is not normally available to the general public.

If a grant has not issued in an estate, then copy documents will not be available in that estate.

FEES:

There is a fee payable in respect of searches and requests for copy documents.

Search fee:

If you do not know the probate details (date grant issued or Probate Office Reference Number) it will be necessary for us to carry out a search on your behalf.

Postal Search fee: €15

Search fee (on calling to the office in person): €10

Fees for copy documents:

If you know the Probate Details (date grant issued or Probate Office Reference Number) please enter that information on your form. If you provide this information when requesting copy documents, you will **not** be charged the search fee.

Copy document fees are set out below:

Official copy grant:	€10.00
Official copy will:	€10.00
Sealed and certified copy grant:	€15.00
Sealed and certified copy will:	€15.00
Sealed and certified copy will and grant:	€20.00

Calculating the fee payable in your case:

The fee payable in a given case will depend on the particular circumstances.

By way of example, the cost for a **postal search** together with an official copy of the will and grant totals €35 (€15 for the search + €10 for the copy grant + €10 for the copy will).

If we need to do a search on your behalf, it can be difficult to ascertain the fee amount in advance. For example, if we do a postal search and there are no records, the fee will be €15. If we do a postal search and there are records and you have requested an official copy of the grant, the total fee will be €35. In such situations, it is advisable to submit 2 cheques/court fee cards (one for the search and one for the copy documents). If there are no copy documents available, the cheque/court fee card in respect of the copy documents will be returned to you. Alternatively, you may wish to consider applying for a postal search (without request for copies) first (with payment of €15). On obtaining a reply to that search, you will then know what copy documents to request and you can complete a new application form.

Method of payment for postal applications:

Solicitors must pay the appropriate fee by court fee card only. For all other applicants, fees are payable by cheque, bank draft or postal order (Euro only). ***They must be made payable to 'Courts Service'***. Fees from overseas should be paid by cheque, bank draft or International Money Order (Euro only) ***payable through an Irish bank. Cash is not accepted.***

For **public counter applicants**, solicitors must pay the appropriate fee by court fee card. All other applicants may pay by court fee card or by credit/debit card (Dublin office only). **Cash is not accepted.**

OTHER DOCUMENTS:

Revenue affidavit:

The Revenue Affidavit (detailed breakdown of the estate) is not normally available for inspection. Please check the High Court President's practice direction for more information about this restriction. The practice direction is available on our website (www.courts.ie – [Practice Direction HC49](#)).

If you qualify as a person entitled to access the inventory of the Revenue Affidavit, you will normally need to attend the office to obtain a copy of the relevant pages of the Revenue Affidavit as it will be necessary for us to check your official identification documents. Applications from solicitors acting on behalf of qualified clients in respect of the Revenue Affidavit can be sent by post (enclosing the prescribed fee). Solicitors must clearly state how their client qualifies. Otherwise the request will be refused.

Unproved wills:

In certain circumstances original unproved wills are lodged with the Probate Office. This applies, for example, in cases where the deceased was a ward of court. The person entitled to apply for a grant of representation on foot of the unproved will may apply for an official copy of the unproved will. If you qualify as a person entitled to apply, you will normally need to attend the office to obtain a copy of the document as it will be necessary for us to check your official identification documents. Applications from solicitors acting on behalf of qualified clients in respect of an unproved will can be sent by post (enclosing the prescribed fee). Solicitors must clearly state the client's name and how the client qualifies. Otherwise the request will be refused.

Miscellaneous:

You are entitled to attend at the office and inspect a relevant file. You can request copies of other documents on file on payment of the relevant fee. Our postal service does not extend to inspecting a file on your behalf to ascertain what other documents may be on file. (Usually, other documents on file are of limited interest to members of the public). If you wish to attend the office to inspect a file, you should provide 48 hours notice to the office.

RESPONSE TIME:

We aim to process postal search requests (and requests for copy documents) within 21 days. This period will be extended if we need to revert to you to clarify any matter or if there is any issue with your payment.

Note on the completion of this form,

You may complete this form online by tabbing to each field and entering the relevant details. Help text for each field appears on the status bar at the bottom of the screen or by pressing the F1 key. Alternatively you may print the form and complete it manually.