

**PROBATE INFORMATION FORM — Fairfax Circuit Court**

Fiduciary Number: FI \_\_\_\_\_

1. Decedent's full name exactly as it appears on the will & codicil(s) if such document exists:

\_\_\_\_\_

2. Decedent's full name as it appears on the death certificate:

\_\_\_\_\_

3. Marital Status:  Married  Widowed  Divorced  Never Married  
 Unknown

4. Decedent's residence address at death (street, city, state): \_\_\_\_\_

\_\_\_\_\_

5. Date & Place of death: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

6. Was the decedent a Fairfax County or Fairfax City Resident?  Yes  No

If no, the jurisdiction of probate is where the decedent was residing? \_\_\_\_\_

\_\_\_\_\_

7. Was the decedent in a nursing home at the time of death?  Yes  No

If yes, where did the decedent reside prior to entering the nursing home? \_\_\_\_\_

\_\_\_\_\_

8. Proof of death:  Death Certificate:  other \_\_\_\_\_

9. Decedent died:  with a will (and codicils, if applicable)  without a will

10. Date of wills (and any codicils): \_\_\_\_\_

11. Name, address & telephone number of ALL PERSONS probating will and/or seeking appointment as:  Executor  Administrator  Probate of Will Only  Other: \_\_\_\_\_

**NOTE: If the person seeking appointment is NOT a Virginia resident, you will need a Virginia resident to either co-qualify as executor/administrator or to be appointed as the resident agent. If the Virginia resident will co-qualify with you, they must attend the appointment. If the Virginia resident is just going to serve as your resident agent you must mail to us (before the appointment) a completed, notarized Resident Agent form. Please use the form entitled *Appointment of Resident Agent by Nonresident Fiduciary Form* located on the Fairfax Circuit Court's website at:**

<https://www.fairfaxcounty.gov/circuit/sites/circuit/files/assets/documents/pdf/appointment-of-resident-agent.pdf>

A. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Telephone #: (     ) \_\_\_\_\_ Work Telephone #: (     ) \_\_\_\_\_

Email address: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

B. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Telephone #: (     ) \_\_\_\_\_ Work Telephone #: (     ) \_\_\_\_\_

Email address: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

C. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Telephone #: (     ) \_\_\_\_\_ Work Telephone #: (     ) \_\_\_\_\_

Email address: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

12. Does an attorney represent the Fiduciary?      Yes      No

If yes, please state the name, address and telephone number of the attorney:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. The approximate value of personal assets held in the decedent's name **alone**:

Personal: \$ \_\_\_\_\_

14. The fair market value of the real estate and the county/city it is located in the decedent's name alone. **Virginia** Real Estate: \$ \_\_\_\_\_  
 Location (county/city): \_\_\_\_\_  
 Real Estate **outside** of Virginia: \_\_\_\_\_

**INFORMATION TO BE FURNISHED BY EACH PERSON SEEKING QUALIFICATION**

15. Are you a person under a disability? (See instructions)  Yes  No  
 16. Have you ever been convicted of a felony?  Yes  No  
 17. Have you ever filed for bankruptcy?  Yes  No  
 18. Are you now, or have you ever been, an attorney at law in Virginia or elsewhere?  Yes  No  
 No (If yes, and you do not now possess an active license from the Virginia State Bar, explain the details on a separate sheet of paper.)

I (we) hereby certify that to the best of my(our) knowledge and belief this is an accurate statement of facts, and I (we) acknowledge a continuing duty to report any later discovered errors or inconsistencies to the Clerk of Court.

\_\_\_\_\_  
 Date Printed Name of Requesting Person Signature of Requesting Person

\_\_\_\_\_  
 Date Printed Name of Requesting Person Signature of Requesting Person

\_\_\_\_\_  
 Date Printed Name of Requesting Person Signature of Requesting Person

\_\_\_\_\_  
 Date Printed Name of Requesting Person Signature of Requesting Person

# INSTRUCTIONS - PROBATE INFORMATION FORM

**GENERAL:** This form provides the Probate Division with information necessary to probate Wills, and to appoint persons to carry out the terms of Wills or to settle the estates of persons who have died without a Will. Two other forms may also have to be filed with the Clerk. If the total value of a decedent's real and personal estate is more than \$15,000, a Probate Tax Return may be necessary and if the Clerk probates a Will, or appoints an administrator or executor, a List of Heirs is also required. The Probate Division will prepare these forms for you. If you have any questions, you should call the Probate Division at 703-246-4153. If you are unable to complete this form, the Probate Clerk will assist you. **Please call the Probate Division to schedule an appointment before you visit to the courthouse.** Please complete as much of this form as possible before your appointment.

## REQUIREMENTS FOR PROVING A WILL:

The Probate Division cannot probate a Will until certain matters concerning its execution are proved. In many cases this evidence is contained in a writing attached to the Will called a "self-proving affidavit." This affidavit follows the signatures of the decedent and witnesses to the Will itself. It states that in the presence of a notary public, the decedent and the witnesses have made certain statements about the execution of the Will. The self-proving affidavit is then signed by the decedent and the witnesses and the affidavit is notarized. If a Will has a self-proving affidavit, it is not necessary for any witnesses to come to the probate appointment. If the Will does not have this writing, then you must obtain a witness deposition from one of the subscribing witnesses to the Will. The Probate Division will provide this form to you.

If a Will is written entirely in the handwriting of the decedent, then witness signatures on the Will are not required but you must obtain two witness depositions from two persons who can testify (i) that they are familiar with the decedent's writing; and (ii) that the writing on the Will is that of the decedent. These two persons must be **disinterested** persons, i.e., not relatives, beneficiaries or relatives of beneficiaries. The form for such a deposition can be obtained from the Clerk. The Probate Division will provide this deposition to you.

**REQUIREMENTS FOR GIVING A SURETY BOND:** Unless waived by the Will or by a specific Virginia Code provision, every personal representative must post a surety bond with the Probate Division. This is normally done by purchasing a surety bond from an insurance company and paying for it out of estate assets. Many Wills contain a provision waiving this surety bond requirement and this waiver is effective in most cases. If the Will does not waive surety, or if there is no Will, the Clerk will tell you if there is a Code provision for waiver. Please note that if the name executor is not a Virginia resident, even if surety is waived in the Will a surety bond is required unless they co-qualify with a Virginia resident.

**Line 1.** Include the decedent's full name as listed on the death certificate.

**Line 2.** Include the decedent's full name as listed on the Will.

**Line 4.** Virginia law provides that "where any person has because of advanced age or impaired health either voluntarily or involuntarily become a patient in a nursing home, a convalescent home, or a similar institution, the place of legal residence of such person shall be presumed to be the same as it was **before** he became such a patient; provided, however, that such presumption may be rebutted by competent evidence."

**Line 10.** Be sure to bring all **originals** of the will and any **codicils** with you when you come to the courthouse.

**Line 11.** An administrator is the person who settles the estate of a person who died without a will. An executor does this task if there is a Will nominating the executor. Sometimes no work is necessary to settle an estate under a Will but the Will is probated and recorded to establish the identity of the persons who receive real estate and to serve as their title to this real property. This can be the same as the person making the request, or another person nominated by the requestor. State law gives certain persons a right to appointment, but this right is conditioned upon who and how many persons request appointment, and upon how many days have elapsed since the death of the decedent.

**Lines 13-14.** This question is concerned only with the decedent's probate estate. Thus, do not include (i) any property that the decedent owned with another with the right of survivorship, (ii) life insurance unless it is payable to the decedent's estate, (iii) real estate transferred by a transfer on death deed; or (iv) any other property passing by contract or beneficiary designation from the decedent to another person. Because of the difficulty in determining exact values at the time of qualification, the clerk will accept a reasonable estimate of the fair market value of the decedent's personal property. If you do not know the actual value of the real property, you may use the local real estate tax assessed value.

**Line 15:** A person under a disability as defined in Virginia Code [§8.01-2](#) is not eligible to qualify. You are considered to be under a disability if (1) you have been convicted of a felony and are still in prison; (2) you are under 18 years of age; (3) you are an incapacitated person as defined in Virginia Code [§64.2-2016](#); (4) you are an incapacitated person as defined in Virginia Code [§37.2-100](#); or (5) you are an incapacitated person as defined in Virginia Code [§64.2-2000](#).

**Lines 16-18.** These questions must be answered by the person(s) who wishes to be the administrator or executor. A "yes" answer to any of these questions does not automatically disqualify a person from serving. Each case must be decided by the court based on its specific facts.