

# Postal search of the Probate records of England and Wales

PA1S

**Complete this form if you want to find a will or 'grant of representation' for someone who died in or after 1858.**

A 'grant of representation' gives someone the legal right to deal with a deceased person's estate.

## Online search

Use our online service and you can order documents and get them within 10 working days.

**[www.gov.uk/search-will-probate](http://www.gov.uk/search-will-probate)**

If you use our postal service we aim to respond within **four weeks** with your requested copies or a letter to explain that no grant has been issued. Please wait until after the four weeks has passed before contacting us.

## Your details

Surname

Forenames

Full address

Postcode

DX address (if applicable)

Your reference (if any)

## What if the person died in the last six months?

If the person died within the last six months, a grant may not have been issued yet. You should check the online search service regularly to see when a grant has been issued. You can then order the documents.

If you are unable to search online, you may apply for a standing search to enable a single copy to be sent to you when the grant issues. The copy will not be sealed.

After a period of six months without result, your standing search will expire. You are able to extend the search for a further six months within one month of the expiry date by sending a further £3.

We will send you a letter telling you the date the standing search was entered.

## Please send your completed form with payment to:

The Postal Copies and Searches Department  
District Probate Registry  
York House  
31 York Place  
Leeds  
LS1 2BA

If you use the DX postal service, our address is: **DX 26451 Leeds Park Square**

Please **do not** send a covering letter or staple your cheque, postal order or international money order to this form.

Please complete the rest of the form over the page



## Search type

You can only request **one** type of search.

I request a search for:

☐ information about an estate or for family history research

☐ a copy to **administer an estate within the UK**

☐ a copy to **administer an estate outside of the UK**

Country(ies) of use:

☐ a standing search

Only use this search option if:

you need information about an estate or are doing family history research. We will send you a copy of the will and grant.

you need to administer an estate in the UK. We will send you sealed copies of the will and grant.

you need to administer an estate outside of the UK. We will send you sealed and certified copies of the will and grant.

the person died within the last six months, so a grant may not have been issued yet. A single copy of the grant (including a will, if any) will be sent to you if issued in the next six months.

## Details of the deceased person

Surname

Forenames

Alternative names

Date of death

|     |       |      |
|-----|-------|------|
|     |       |      |
| DAY | MONTH | YEAR |

Full address

Postcode

## The fee

The fee for a search is **£16**. This includes **one copy document** - this includes one copy of the grant and if applicable, one copy of the will. If you need extra copies, there is a fee of **£16 per copy document**.

The fee for a standing search (this copy will not be sealed) is **£3.00**.

How many extra copies do you need?

|                                                                 |               |
|-----------------------------------------------------------------|---------------|
| The search fee<br>(where a grant has already been issued)       | <b>£16.00</b> |
| Extra copies of the grant<br>(includes the will, if applicable) | <b>£</b>      |
| <b>Total fee to pay</b>                                         | <b>£</b>      |

|                                                                      |              |
|----------------------------------------------------------------------|--------------|
| <b>Standing search</b><br>If you don't know a grant has been issued. | <b>£3.00</b> |
|----------------------------------------------------------------------|--------------|

PBA number (if applicable)

Make your cheque, postal order or international money order (in sterling) payable to: 'HMCTS'

Please write the name of the deceased person on the back of your cheque, postal order or international money order.

## Before returning your form, please check have you:

- completed your details on the front page
- given details of the deceased person
- ticked only one box for the search
- enclosed the correct fee