



Supreme Court
of New South Wales

Application for an Exemplification of a grant (Copy or Certified/sealed copy of a Grant/Will)

An Exemplification is a Court certified sealed copy of a Probate Grant, Letters of Administration, Letters of Administration with the Will annexed or a Reseal which includes the Inventory of Property (if appropriate).

The inventory of property is only available to Executors, Administrators, Beneficiaries entitled under the Will at the time of grant and applicants in contested Supreme Court Family Provision Claims (not to creditors & potential claimants).

For copies of Grants or files for general purposes or family history for probates prior to 1976:
Contact the State Records Authority of NSW (Ph: (02) 9673 1788) or search the records archives at:
<http://investigator.records.nsw.gov.au/>

*Search fee of \$60.00 + \$80.00 retrieval fee will apply for each case number search by Registry staff for Grant applications filed before 1986.

No fee applies for case number searches by Registry staff from 1986 to present.

Independent searches for probate case numbers before 1986 can be made for free on a microfiche available in State Libraries.

EXEMPLIFICATION (*Certified & Sealed copy of the grant including the Will*)

Reasons for a certified copy of grant include: a reseal of a grant from another jurisdiction, Affidavit of additional assets, transfer of property or in contentious matters.

- Grant applications from 1976 to present (Repository files) = **\$140.00**
(\$60.00 - Exemplification processing fee + \$80.00 - file retrieval from our offsite storage facility repository
(Search fee applies for matters from 1976 to 1985)
- Grant applications before 1976 (Archived files) = **\$140.00***
(\$60.00 – Certified copy of Grant + \$80.00 - file retrieval from Archives)
(An additional search fee of \$60.00* is payable for probates registered before 1986 for registry staff to search (if not provided by you). This search fee is still payable even if there is no record of the deceased estate).

Enquiries relating to your application can be made via the Probate Registry after 14 days from the date of lodgement: sc.probate@justice.nsw.gov.au

Estate details:

Full name of deceased:

Date of Death:

Probate file number:

Name of Solicitor applying for an exemplification:

Firm name:

Applicant details:

Full Name of Applicant (ie person seeking the exemplification)

Status (state whether Executor /Administrator /Beneficiary /Creditor/Interested party):

A letter of Authority is required from the Executor, Administrator or Beneficiary if you are acting on his/her behalf.Contact details:

Telephone :

Email :

Postal Address :

Signature:

Date:

Post & Payment details

Kindly attach a bank cheque, solicitor firm cheque, money order or credit card details to your application. Cheques and money orders are to be made payable to: **Supreme Court of NSW**. Personal cheques are NOT accepted.

Please note: to protect clients from potential credit card fraud the Supreme Court of NSW no longer accepts credit card payments by email or fax.

Please complete Credit card payment details below and post to NSW Supreme Court with your application to: Supreme Court of New South Wales, GPO Box 3, Sydney NSW 2001

Please attach a self-addressed stamped envelope for the return of the exemplification.

Credit Card Payment Details

Card Number:

Card Type: Mastercard: VISA: Amex:

Expiry Date: / CCV: *

Amount: \$.

Cardholder Name:

Cardholder Signature:

*

NB: 3 digit CCV required to process Mastercard/Visa
(the CCV can be found on the back of the card)