

Checklist: Items Needed for Your Probate Appointment at the Fairfax Circuit Court

- ☐ **Original Will & Codicils, if applicable.** (The Will and Codicil(s) are retained by the Clerk.)
- ☐ **Certified copy of the death certificate.** (The certified copy is returned to you.)
- ☐ **Approximate value of any solely held asset(s)** (Assets include real estate and personal property.)
- ☐ **Names, ages & addresses of the heirs-at-law.** (These are the decedent's closest relatives, pursuant to [§64.2-200](#). They may be different than the Will's beneficiaries.)
- ☐ **Valid photo identification**
- ☐ **Payment in the form of cash, check, Visa or MasterCard for probate tax & fees.** (There is a 4% service fee for each credit card transaction.)
- ☐ **If you need to serve as the personal representative of the estate and you aren't a Virginia resident, please call the Probate Division at 703-691-7320 (press 3, 5) TTY 711.**
- ☐ **If the decedent died in a nursing home, please bring the address of the decedent's residence prior to entering the nursing home with you.**
- ☐ **Please remember to allow ample time to park and to get through security.**

