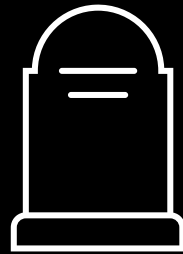


Personal Representative



“Personal Representative:

A term used to mean either the executor or the administrator of the decedent's estate. This term only applies to the person administering a testate (having a will) or intestate (not having a will) estate and does not apply to any other type of fiduciary.””







Probate



**Fairfax County Courthouse
Probate Division
4110 Chain Bridge Rd Suite 401
Fairfax, VA 22030**

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: _____









Slide 5: /VA Code: [§ 6.2-2302](#). **Limited access to safe deposit box upon death of lessee.**

Slide 5: VA Code :[§ 64.2-508](#). Within 30 days after the date of qualification or admission of the will to probate, a personal representative or proponent of the will shall forward notice by delivery or by first-class mail, postage prepaid, to the persons entitled to notice at their last known address.

Slide 6: VA Code: [§ 64.2-500](#).

Slide 7: [Fairfax County Courthouse](#)

Slide 8: [Probate Information Form](#)