



Details of the deceased

Surname

Forenames

Alternate names

Date of death DD MM YYYY

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Full address

Postcode

Please send this completed form with your payment to:

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

NOTE

Please **do not** send a covering letter.
Please **do not** staple your cheque to this PA1S form.

Please write the name of the deceased on the back of the cheque.

Make your cheques payable to: 'HMCTS'

If you are using the **DX postal service**, we are at: DX 26451 Leeds Park Square



Before you fill in this form, please read these notes carefully.

If you are completing this form, you are requesting a search of our records for an existing issued grant. You are also requesting copies of the issued documents. Please note that you are able to enter a free search online at: <http://www.gov.uk/search-will-probate>

What is a General Search?

A search of the probate records for England and Wales from 1858 to the present day. General search copies are only issued with a seal if a copy is required to administer an estate within the UK. A Sealed and Certified copy would be needed to administer an estate outside of the UK.

What is a Standing Search?

If a death occurred within the last 6 months, a grant may not have been issued yet. Therefore, you may apply for a Standing Search to enable a copy to be sent to you when it issues. There is no option for sealing with a Standing Search.

If you require a copy urgently, please go in person to your local **DISTRICT** probate registry where copies can usually be provided within 10 working days. Contact your registry if the matter is of a higher urgency. Documentary evidence will be required for such urgency.

Your details

Surname

Forenames

Full address

Postcode/DX

Your reference (if any)

Search type

Please apply for only **one** search in the sections below. Refer to notes for reference.

General Search

Please tick **one** of the boxes below if you require a seal. You must not request either sealing if you do not require it.

I require **sealed** copies to administer an estate within the UK

Reason:

OR

I require **sealed and certified** copies to administer an estate outside of the UK

Country of use:

The fee payable for a General Search is **£10.00**
This includes *one* copy of the grant and *one* copy of the will.
If you require additional copies of the documents, a fee of £0.50 per copy is payable.

Will Grant

Standing Search

There are no sealing options for a standing search. After a period of 6 months without result, a Standing Search will be removed. You are able to extend the search for a further 6 months within 1 month of the expiry date.

The fee payable for a Standing Search is **£10.00**
This includes *one* copy of the grant and *one* copy of the will.

Total fee to pay: £

PBA number (if relevant)

We aim to respond within **FOUR WEEKS** with your requested copies or a letter to explain that no grant has been issued in that estate.
Please **do not** contact us within this given time frame.

Please turn over leaf and complete the form given for details of the **DECEASED**.