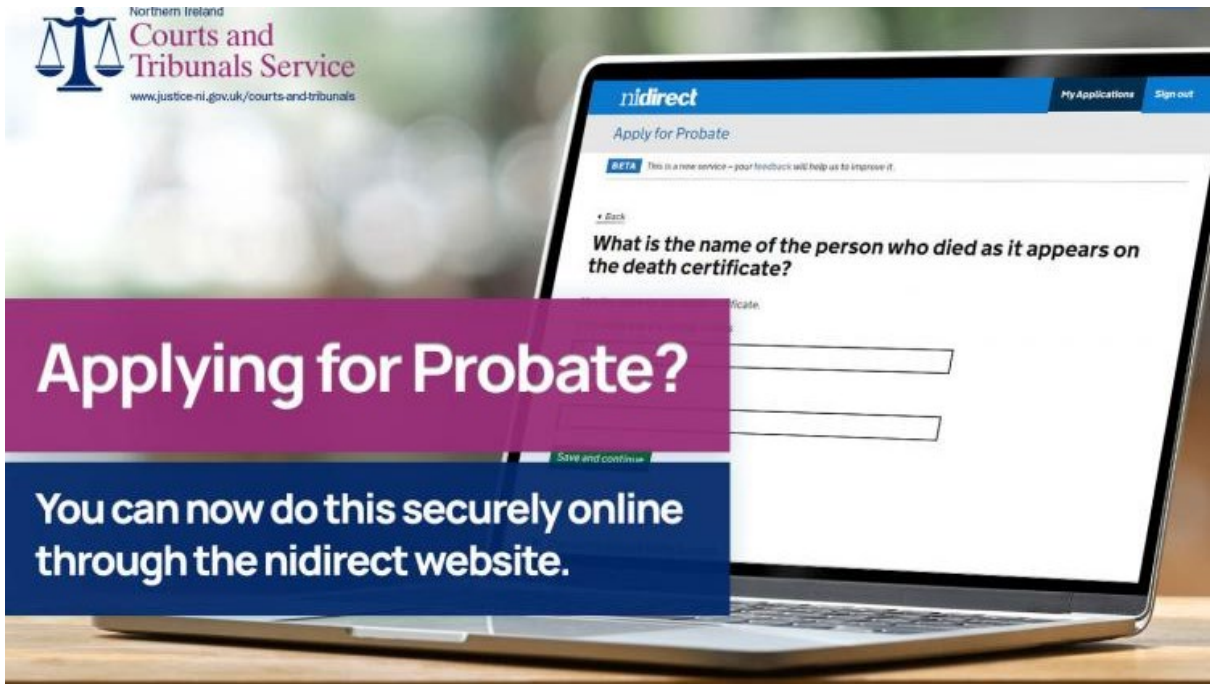


## Making a Grant of Probate application online - Solicitor



The online portal can be used to make applications for probate in most standard applications for Grant of Probate or Grant of Letters of Administration provided that:

- The deceased was domiciled in Northern Ireland
- all acting applicants have an email address and mobile telephone number (to facilitate the signing of the statement of truth)
- All acting applicants can make their own decisions

The online portal cannot currently be used to make applications where:

- The executor is a Company or Trust Corporation
- A power of Attorney has been appointed to act on behalf of an applicant
- The intestacy entitlement is below sibling
- A Will exists, but no named executors or substitute executors are acting in the application
- The applicant is not the next of kin in an application for grant of letters of administration
- The deceased got married or entered into a civil partnership after signing the Will

You can access the portal on nidirect using the link below:

<https://www.nidirect.gov.uk/services/apply-probate>



## Apply for probate

You can apply for probate online. Applications depend on whether the deceased left a Will and on other factors. You must be aged 18 years of age or over to apply.

### Before you start

You'll need to:

- report the value of the estate [of](#) of the person who died to HMRC

and

- pay any inheritance tax [due](#)

Check if you need to [pay inheritance tax](#) before applying for probate.

You'll need to complete either [form IHT205](#) if you do not need to pay inheritance tax, or [form IHT400](#) if tax is due.

### What you need to apply

There are documents you will need to apply. The specific documents you need will depend on the particular circumstances of the application.

A list of acceptable forms of photographic identification and who can certify them can be found in the 'Proving your identification in probate applications' section below.

In most cases, the following documents are required:

- death certificate or coroner's certificate
- if applicable, the original Will and/ or original codicil or codicil including any original lists/ maps referred to in the Will - all executors who are applying will have to initial the original Will before applying
- [Inheritance Tax Form - completed and signed](#)
- a certified copy of your photographic ID (personal applications only)
- if applying by post, a completed application form
- [the court fee](#)

### Death and bereavement

- [Apply for probate](#)
- [Arranging a funeral](#)
- [Benefits, property and money](#)
- [Bereavement Service - reporting a death](#)
- [Coroners, post-mortems and inquests](#)
- [Documents and information needed when someone dies](#)
- [Financial help for the bereaved](#)

Show 11 more



As well as these documents, you will also need to know:

- details of the assets of the person who died – for example what name is on the title deeds of a house, or does the person who died have any assets outside of Northern Ireland
- the marital status of the person who has died
- if the person who has died had any Wills that were made outside of Northern Ireland
- if all executors named in the Will wish to apply - executors may wish to renounce their power or reserve their power (if one or more of the executors have died, you will have the opportunity to tell the court of this through the application process)
- if all executors named in the Will are mentally capable of being involved in the application [Enduring Power of Attorney](#) <sup>ⓘ</sup> or [Controllership](#) <sup>ⓘ</sup>
- the names, addresses and occupation of all executors/ administrators who will be applying for probate
- if applying online, the mobile phone number and email addresses of all executors/ administrators who are applying

The following documents may be needed, depending on your particular application:

- [Reserve power and/ or renounce power forms](#)
- certified copy of Foreign Grant and certified copy of Foreign Will
- registered [Enduring Power of Attorney](#) <sup>ⓘ</sup>
- certified copy of [Controllership Order](#) <sup>ⓘ</sup>
- completed [Power of Attorney form](#)
- any court order made in relation to the matter - for example a court order deeming a copy of a Will as an original or a court order appointing an administrator

## Privacy notice

You can find out how any personal information you send to the Probate Office when using this service will be handled by viewing [its privacy notice](#) <sup>ⓘ</sup>.

[Apply for probate](#) <sup>ⓘ</sup> >

## Additional information

### Apply for probate by post

You can also apply by post by filling in the suitable downloadable form:

- [Apply for probate if there is a Will form \(NIPF1\)](#)
- [Apply for probate if there is not a Will form \(NIPF2\)](#)

**BETA** This is a new service – your feedback will help us to improve it.

### Are you a Solicitor acting on behalf of a client in this application?

Yes  No

Continue

When you click the green 'Apply for probate' button above it takes you to this page. Select 'Yes' if you are making this application on behalf of a client, then click the green 'continue' button.



This will take you to this nidirect account page. If you have an account you can log in here. If not you will need to create an account to access the Probate online application

### Do you have an nidirect account?

#### I have an account

\* Indicates a required field

\* Email address

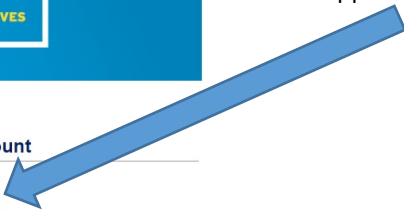
\* Password

Sign in

[I've forgotten my password](#)  
[Manage my account details](#)

#### I need an account

Create account



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### Please enter solicitor account details.

ICOS account number

Pin

Submit

Enter the ICOS account number and associated Pin of the firm that you are working for and click the green 'Submit' button.

**nidirect** My Applications My Notifications Sign out

Apply for probate

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### My Applications

Create application

Show 10 entries Search

Deceased name	Date of death	Date created	Status	Type	Action
Stark, Anthony	02/12/2010	13/04/2021	Incomplete	Grant of probate	<a href="#">Resume</a>
Wilson, Jan	01/01/2020	13/04/2021	Submitted	Grant of probate	<a href="#">Review</a>
MacLeod, Adam	01/01/2020	13/04/2021	Submitted	Letter of administration	<a href="#">Review</a>
EDD-5-Smith, John	10/03/2021	13/04/2021	Submitted	Grant of probate	<a href="#">Review</a>

Once you have logged in your account will be associated to the Solicitor firm and you will see this view of 'my applications' this will show any previous applications that you have made and is where you will be able to see the status of your application once submitted or review the details of previously submitted applications.

To create a new application click 'create application'.

Applications will be deleted from the portal approximately one month after the issue of a Grant of Probate and incomplete applications will also be deleted if not completed within six months.

**nidirect** My Applications My Notifications Sign out

Apply for probate

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**Important**

**Data protection statement**

The Northern Ireland Courts and Tribunals Service (NICTS) is obliged to comply with the General Data Protection Regulation and the Data Protection Act 2018 when processing personal information.

NICTS will be using the GOV.UK Notify service to acknowledge receipt of your application and to provide you with updates on the progress of your application. NICTS also use the Cloudmersive Virus Scan API to ensure that all documents uploaded are free from malware.

This question determines the type of application you are making. If 'Yes' then you are making a Grant of Probate application. If 'No' then you are making an application for Letters of Administration. Then click the green 'Save and continue' button.

### Did the person who has died leave a Will?

Yes  No

Save and continue Cancel

## Apply for probate

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## Apply for Grant of Probate

Complete these steps to get the legal right to deal with the property and belongings of someone who has died.

You can save your application and return to it later if you need to.

At the end of each section you will be required to check your answers. If any are incorrect you will have the opportunity to change them before proceeding to the next section. Once you have made your legal declaration at section 4 any amendments will have to be made in writing to the Probate office.

**1. Tell us about the person who has died.** CANNOT START YET

[Start >](#)

**2. Give details about the instructing client**

In this section please complete the details of the instructing client.

CANNOT START YET

**3. Give details about the additional applicants**

CANNOT START YET

**4. Check your answers and make your legal declaration**

CANNOT START YET

**5. Order extra copies of the grant of probate**

CANNOT START YET

**6. Send documents**

CANNOT START YET

**7. Pay and submit**

CANNOT START YET

This is the summary screen and shows the steps required to complete the application. To begin, click on the green 'Start' button in section 1 to enter the details of the person who has died.

You must complete each section before you can move on to the next section. You will be given the opportunity to review and amend the answers you have provided once the section is complete.

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**What is the full name of the person who died?**

Use the name on the death certificate.

First name and any middle names

Last name

Save and continue

[Save and close](#)

Apply for probate

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[Back](#)

**Is the name of the person who has died 'John Smith' exactly what appears on the Will?**

Yes  No

Save and continue

[Save and close](#)

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**How is the name of the person who has died written on the Will?**

Name as it appears on the Will

Save and continue

[Save and close](#)

Enter the name of the person who has died, as it appears on the death certificate, in the boxes provided. Then click the green 'Save and continue' button.

If the person's name is printed or written on the Will differently than above, click 'No' to record that, if not, click 'Yes'. Then click the green 'Save and continue' button.

Type the person's name exactly as it is written on the Will, then click the green 'Save and continue' button.

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Apply for probate

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### What was their date of birth?

For example, 31 03 1945

Day Month Year

Save and continue

[Save and close](#)

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Apply for probate

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**SOLICITOR** You are associated with Test Brothers and Sons

### What was the date that they died?

Use the date from the death certificate. For example, 30 06 2016

Day Month Year

Save and continue

[Save and close](#)

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Apply for probate

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### Did the person who has died live permanently in Northern Ireland, or intend to return here?

You can only apply for probate online if the person who died was domiciled in Northern Ireland at the time of their death.

You can read more about [domicile \(opens in a new window\)](#)

Yes  No

Save and continue

[Save and close](#)

Type the person's date of birth in the format shown (DD MM YYYY), then click the green 'Save and continue' button.

Type the person's date of death in the format shown (DD MM YYYY), then click the green 'Save and continue' button.

If the person lived in or intended to return to Northern Ireland, click 'Yes', then click the green 'Save and continue' button. If not, then click 'No' and then click the green 'Save and continue' button – though you will be unable to complete the online application if you answer no to this question and will be redirected to use a downloadable form to be printed and completed on paper.



Apply for probate

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### What was their permanent address at the time of their death?

To find the address of the person who died, enter a valid Northern Ireland postcode and select find address.

Postcode

Find address

If you cannot find the address of the person who died, enter the details below.

Address line 1

Address Line 2 (optional)

Address Line 3 (optional)

Town or city

Postcode

Country (optional)

Save and continue

[Save and close](#)

Type the address of the person who died. If the address is in Northern Ireland you can use a find address lookup by entering the postcode and then selecting the address from the dropdown list. If this address does not match the exact address of the person you can manually update it. If the address is outside Northern Ireland or cannot be found in the find address function, you will need to manually enter the address, then click the green 'Save and continue' button.

Apply for probate

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### What was the place of death of the person who died?

This is the place of death as recorded on the death certificate.

Place of death

Save and continue

[Save and close](#)

Type the place of death as printed on the death certificate, then click the green 'Save and continue' button.

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What was the former occupation of the person who died?

Occupation of the person who has died

Save and continue

[Save and close](#)

Type the former occupation of the person who died, then click the green 'Save and continue' button.

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Which inheritance tax form was filled in?

IHT 205 - there was no inheritance tax to pay

IHT 421

Save and continue

[Save and close](#)

Select the inheritance tax form that was filled in for HMRC. Then click the green 'Save and continue' button.

Apply for probate

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Which inheritance tax form was filled in?

IHT 205 - there was no inheritance tax to pay

Enter the number added to box D (gross value in £)

Enter the number added to box F (net value in £)

IHT 421

Save and continue

[Save and close](#)

Once you have selected which type of IHT form was completed you will have to complete the amounts of the gross and net estate as completed in the form. You will be informed which box to take the information from the IHT form. Then click the green 'Save and continue' button.

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Apply for probate

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### Upload the inheritance tax form

Upload a scan or photo of the original inheritance tax form. You can use your phone to do this if it has a camera.

Upload a file

Choose file No file chosen Upload

**Uploaded Files**

File name	Delete	View
No files uploaded		

Save and continue

Upload a copy of the inheritance tax form. Click on the 'Choose file' button to browse for the document or to take a photo of it. Next click the 'Upload' button to upload the death certificate to the application. Then click the green 'Save and continue' button. All pages of the document must be uploaded and more than one document or photo can be uploaded.

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### Did John Smith have assets in another name?

This could be shares or property that they held in their maiden name or nickname. They might also have used a different spelling or missed out some parts of their name.

Yes  No

Save and continue

[Save and close](#)

If the person who has died had property, shares or accounts in another name, click 'Yes' to record these so that they appear on the Grant. If not, click 'No'. Then click the green 'Save and continue' button.

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Apply for probate

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### What other names did John Smith use?

**Add Name**  
First name and any middle names

Last name

Add another name

Save and continue

[Save and close](#)

Enter the other names used by the person who has died. If there are more than one, click the 'Add another name' button to add each additional name. Once all names have been entered, click the green 'Save and continue' button.

Apply for probate

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Did John Smith get married or enter into a civil partnership after the Will was signed?

Yes  No

Save and continue

Save and close

Apply for probate

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About the Will

How many updates ('codicils') were made to the Will? If none, enter 0.

Are there any maps and/or lists attached to the Will?

Select all that apply.

Maps attached to the Will

Lists attached to the Will

What is total number of pages contained within the Will and any other documents (including codicils and any maps, lists and so on)?

Note: any page that has been printed double-sided should be counted as two pages.

Save and continue

Save and close

If the person who has died got married or entered a civil partnership after the Will was signed, click 'Yes' - you will need to verify that the Will is still valid and complete your application on paper form NIPF1, as the marriage or civil partnership may have invalidated the Will. If not, click 'No'. Then click the green 'Save and continue' button.

Enter the number of codicils (updates to the Will) or 0 if there were none. Next tick the boxes if there were any maps or lists, if not, leave the box blank. Now enter the total number of pages relating to the will including codicils, maps and lists (pages printed double sided count as two pages). Then click the green 'Save and continue' button.

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### Upload the Will (including any codicils, maps and lists)

All executors who are applying will have to initial the original Will prior to applying. You can upload a copy of the initialled Will now but you must send the original to the Probate Office once the application is submitted.

Upload a scan or photo of the original Will. You can use your phone to do this if it has a camera.

Upload a file

Choose file No file chosen Upload

#### Uploaded Files

Filename	Delete	View
No files uploaded		

Save and continue

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### Apply for Grant of Probate

Complete these steps to get the legal right to deal with the property and belongings of someone who has died.

You can save your application and return to it later if you need to.

At the end of each section you will be required to check your answers. If any are incorrect you will have the opportunity to change them before proceeding to the next section. Once you have made your legal declaration at section 4 any amendments will have to be made in writing to the Probate office.

1. Tell us about the person who has died. **COMPLETED**

Check and change your answers

2. Give details about the instructing client

In this section please complete the details of the instructing client.

NOT STARTED YET

Start >

3. Give details about the additional applicants

CANNOT START YET

4. Check your answers and make your legal declaration

CANNOT START YET

5. Order extra copies of the grant of probate

CANNOT START YET

6. Send documents

CANNOT START YET

7. Pay and submit

CANNOT START YET

Upload the Will and associated documents by clicking 'choose file' and then 'upload' as in previous upload sections. Then click the green 'Save and continue' button.

Section 1 is complete and you can click the green 'Start' button at section 2 to enter your details.

Apply for probate

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[Back](#)

### Is the applicant named in the Will as an Executor and will they be handling the estate of the deceased?

They will be given the legal right to:

- Collect the estate's assets (property, money and possessions)
- Pay any IHT
- Pay any taxes and debts
- Distribute what's left to the people entitled to it (the 'beneficiaries')

Yes  No

Save and continue

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### What is the applicant's full name?

First name and any middle names

Last name

Save and continue

[Save and close](#)

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### Is the name 'Mary Smith' exactly what appears on the Will?

Yes  No

Save and continue

[Save and close](#)

Click 'Yes' to confirm that the applicant is named as an Executor in the Will and that they will be administering the estate of the deceased. Then click the green 'Save and continue' button. If you select 'No' you will not be able to continue with the application.

Enter the name of the applicant (your client) in the relevant boxes. Then click the green 'Save and continue' button

If the name appears on the Will exactly as you have entered it above, click 'Yes', if not, click 'No' to enter the name as it appears on the Will. Then click the green 'Save and continue' button

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Apply for probate

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### How is the applicant's name written on the Will?

Name as it appears on the Will

Save and continue

[Save and close](#)

Enter the applicant's name exactly as it is written in the Will. Then click the green 'Save and continue' button

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### What are the applicant's contact details?

Phone number

Email

Save and continue

[Save and close](#)

Enter the applicant's mobile telephone number and email address (these will be used to contact them to ask them to check and digitally sign the statement of truth later in this application). Then click the green 'Save and continue' button

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### What is the applicant's occupation?

Occupation

Save and continue

[Save and close](#)

Enter the applicant's occupation. Then click the green 'Save and continue' button

## Apply for probate

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## What is the applicant's address?

To find the address of the person who died, enter a valid Northern Ireland postcode and select find address.

Postcode

If you cannot find the address of the person who died, enter the details below.

Address line 1

Address Line 2 (optional)

Address Line 3 (optional)

Town or city

Postcode

Country (optional)

[Save and close](#)

Enter the applicant's address details. Then click the green 'Save and continue' button



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## Apply for Grant of Probate

Complete these steps to get the legal right to deal with the property and belongings of someone who has died.

You can save your application and return to it later if you need to.

At the end of each section you will be required to check your answers. If any are incorrect you will have the opportunity to change them before proceeding to the next section. Once you have made your legal declaration at section 4 any amendments will have to be made in writing to the Probate office.

### 1. Tell us about the person who has died. COMPLETED

Check and change your answers

### 2. Give details about the instructing client COMPLETED

In this section please complete the details of the instructing client.

Check and change your answers

### 3. Give details about the additional applicants NOT STARTED YET

**Start >**

### 4. Check your answers and make your legal declaration CANNOT START YET

### 5. Order extra copies of the grant of probate CANNOT START YET

### 6. Send documents CANNOT START YET

### 7. Pay and submit CANNOT START YET

Section 2 is now complete and you can click the green 'Start' button to begin section 3.

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## Are there any additional executors?

Yes  No

**Save and continue**

If there are other executors named in the Will or Codicil you must click 'Yes'. Then click the green 'Save and continue' button to complete details of all executors named.

## Apply for probate

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### Add additional executors

Add additional executors by selecting Add another executor, when complete select save and continue.

[← Back](#)

Executor name	Is alive?	Is dealing with estate?	Details completed?
None entered			

Add another executor

There needs to be at least one additional executor

## Apply for probate

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### What is the executors' name?

Write the name of the executor exactly as it appears on the Will.

**ALL** Executors listed on the Will **MUST** be accounted for on this application.

First name and any middle names

Last name

Save and continue

Click the 'Add another executor' button.

Enter the name of the additional executor. Then click the green 'Save and continue' button

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---

**Is executor Jim Smith alive?**

Yes  No

**Save and continue**

If the executor is alive click 'Yes', if they have died, click 'No'. Then click the green 'Save and continue' button

If the executor is dead:

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---

**Did Jim Smith die before the person who died?**

Yes  No

**Save and continue**

If the executor is dead, you need to indicate if they died before or after the person in this application for Probate. Then click the green 'Save and continue' button

IF NO

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---

**What date did Jim Smith die?**

Use the date from the death certificate. For example, 30 06 2016

Day Month Year

**Save and continue**

If the executor died after, enter their date of death. Then click the green 'Save and continue' button

If YES

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### Add additional executors

Add additional executors by selecting Add another executor, when complete select save and continue.

◀ Back

Executor name	Is alive?	Is dealing with estate?	Details completed?		
Jim Smith	No	Yes		Delete	Change

Add another executor

Save and continue

You can now choose to add another executor, or if all executors have been entered, click the green 'Save and continue' button

If additional Executor is alive:

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### Will Anne Other be handling the estate?

This executor will be given the legal right to:

- collect the estate's assets (property, money and possessions).
- pay any taxes and debts
- distribute what's left to the people entitled to it (the 'beneficiaries')

Yes  No

Save and continue

If the executor is dealing with the estate and wants to be included in the Grant of Probate document select 'Yes'. If the executor is reserving or renouncing their powers to act in this application, click 'No'. Then click the green 'Save and continue' button

If NO (executor is not dealing with the estate)

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### Why is Anne Other not applying for probate?

This executor doesn't want to apply now, but may do in the future (this is also known as power reserved)

This executor doesn't want to apply now, and gives up the right to do so in future (this is also known as renunciation, and the executor will need to fill in a form)

Save and continue

Select whether the executor is reserving or renouncing their rights. Then click the green 'Save and continue' button

If YES (executor is dealing with the estate)

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Apply for probate

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### Does Anne Other have a different name to that on the Will?

Yes  No

Save and continue

If the executor's name is written differently on the Will, click 'Yes', if not, click 'No'. Then click the green 'Save and continue' button

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### What are Anne Other's other names?

Other name

Save and continue

Enter the executor's name exactly as it appears in the Will. Then click the green 'Save and continue' button

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### What are Anne Other's email address, mobile number and occupation?

The executor will be contacted and asked to confirm details of the estate.

Email address

For example, 07900123456 or +331234567889

Mobile phone number

Occupation

Save and continue

Enter the executor's email address, mobile number and occupation. The email address and mobile number are required to allow the executor to digitally sign the statement of truth. Then click the green 'Save and continue' button

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## What is Anne Other's permanent address?

This will be printed on the grant of probate.

To find the address of the person who died, enter a valid Northern Ireland postcode and select find address.

Postcode

Find address

Select an address

If you cannot find the address of the person who died, enter the details below.

Address line 1

Address Line 2 (optional)

Address Line 3 (optional)

Town or city

Postcode

Country (optional)

Save and continue

Enter the executor's address.  
Then click the green 'Save and continue' button

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## Add additional executors

Add additional executors by selecting Add another executor, when complete select save and continue.

[← Back](#)

Executor name	Is alive?	Is dealing with estate?	Details completed?
Jim Smith	No		Yes <a href="#">Delete</a> <a href="#">Change</a>
Anne Other	Yes	Yes	Yes <a href="#">Delete</a> <a href="#">Change</a>

[Add another executor](#)

[Save and continue](#)

**nidirect** My Applications My Notifications Sign out

Apply for probate

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## Apply for Grant of Probate

Complete these steps to get the legal right to deal with the property and belongings of someone who has died.

You can save your application and return to it later if you need to.

At the end of each section you will be required to check your answers. If any are incorrect you will have the opportunity to change them before proceeding to the next section. Once you have made your legal declaration at section 4 any amendments will have to be made in writing to the Probate office.

### 1. Tell us about the person who has died. COMPLETED

[Check and change your answers](#)

### 2. Give details about the instructing client

In this section please complete the details of the instructing client.

COMPLETED

[Check and change your answers](#)

### 3. Give details about the additional applicants

COMPLETED

[Check and change your answers](#)

### 4. Check your answers and make your legal declaration

NOT STARTED YET

[Start >](#)

### 5. Order extra copies of the grant of probate

CANNOT START YET

### 6. Send documents

CANNOT START YET

### 7. Pay and submit

CANNOT START YET

Again, if there are more executors, click Add another executor, if not, click the green 'Save and continue' button

You have now completed section 3 and can begin section 4 by clicking the green 'Start' button

### Check your answers

Check the information below carefully. This will form a record of your application for probate. It will also be stored as a public record, and will be able to be viewed online.

#### About the person who died

First name and any middle names	John	Change
Last name	Smith	Change
Did the person who has died have assets in another name?	No	Change
Did the person who has died get married or enter into a civil partnership after the Will was signed?	No	Change
What was their date of birth?	1 May 1961	Change
What was the date that they died?	4 May 2020	Change
Did the person who has died live permanently in Northern Ireland, or intend to return here?	Yes	Change
What was their permanent address at the time of their death?	5 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY	Change
What was the place of death of the person who died?	Ulster Hospital, Dundonald	Change
What was the former occupation of the person who died?	Admin officer	Change
How many updates ("codicils") were made to the Will?	0	Change
Total pages in Will	2	Change
Maps attached to the Will	No	Change
Lists attached to the Will	No	Change

#### Inheritance tax

Was the Inheritance tax (IHT) form submitted?	Yes	Change
Gross value of the estate in £	25000.00	Change
Net value of the estate in £	20000.00	Change

#### The executors

Are there additional executors?	Yes	Change
Name	Mary Smith	Change
Alive?	Yes	Change
Dealing with the estate?	Yes	Change
Has different name on the Will?	Yes	Change
Other names		Change
Email	m.smith@gmail.com	Change
Phone number	07712345678	Change
Occupation	Teacher	Change
Address	7 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY	Change
Name	Jim Smith	Change
Alive?	No	Change
Died before the person who has died?	Yes	Change
Name	Anne Other	Change
Alive?	Yes	Change
Dealing with the estate?	Yes	Change
Has different name on the Will?	No	Change
Email	ANOther@gmail.com	Change
Phone number	07812345678	Change
Occupation	Admin officer	Change
Address	7 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY	Change

#### About the applicant

First name and any middle names		Change
Last name		Change
Is the name exactly how it appears on the Will?	No	Change
Name as written on the Will		Change

Save and continue

Check the answers you have added and if there are any errors, click the word 'change' beside the entry to amend the answer. If everything is correct, click the green 'Save and continue' button



## Check the Statement of Truth, read the legal statement and make your declaration

This statement is based on the information which has been provided in your application. It will be stored as a public record.

**In the High Court of Justice  
Chancery Division (Probate)**

**Statement of Truth**

We understand that criminal proceedings for fraud by false representation may be brought (which carries a maximum of 10 years imprisonment, a fine or both) against the undersigned if it is found that the evidence provided is deliberately untruthful or dishonest, as well as revocation of the grant.

**Statement of Truth**

**In the estate of John Smith, Deceased**  
**Late of 6 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY**  
**Occupation: Labourer**

We

- Mary Smith, of 6 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY, Admin officer.
- Anne Other, of 6 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY, Admin officer.

make the following statement.

**The person who died**  
John Smith, who died on 01 January 2020, aged 66 at Ulster Hospital, Dundonald, domiciled in Northern Ireland, Testate.

**The estate of the person who died**  
The gross value for the estate amounts to £50000.00 the net value for the estate amounts to £30000.00 and that this is not a case in which an Inheritance Tax Account is required to be delivered.

**Executors applying for Probate**  
We are the Executors named in the Will as Mary Smith, and Anne Other and we are applying for probate.

The other Executor named in the Will

- Jim Smith having predeceased the deceased.

### Save this page

 Legal declaration  
(30kb PDF)

This is the statement of truth and is the basis of the application. You must carefully check the details on this page to ensure that it is correct, as, if not, you could face criminal proceedings for fraud. If content, tick the box to confirm and digitally sign the statement of truth, then click the green 'Save and continue' button

**Declaration**

We confirm that we will administer the estate of John Smith, according to law we will:

- collect the whole estate
- keep full details (an inventory) of the estate
- keep a full account of how the estate has been administered

If the High Court asks us to do so we will:

- provide the full details of the estate and how it has been administered
- return the Grant of Probate to the court
- pay all just debts and legacies contained in the Will

We understand that:

- our application will be rejected if we do not answer any questions about the information we have given
- criminal proceedings for fraud by false representation may be brought (which carries a maximum of 10 years imprisonment, a fine or both) against the undersigned if it found that the evidence provided is deliberately untruthful or dishonest, as well as revocation of the grant.

**i** Once you click 'Save and continue', any changes you make will require the regeneration of a new Statement of Truth.

[Save and continue](#)

## Apply for probate

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## Notify the applicants who will need to confirm the Statement of Truth

The executor s will be sent an email telling them the Statement of Truth is ready to agree.

An application can't be submitted until all applicants who are applying agree that the Statement of Truth is correct.

### If the executors who are applying don't agree

Anyone who doesn't agree with the Statement of Truth will be asked to contact you to discuss what needs changing.

You can continue to make changes to your application until everyone has agreed the Statement of Truth.

### If you change the information on your application

If you make any changes, you'll need to contact the applying executors to let them know the Statement of Truth has been updated and is ready for them to agree.

They can always see the most up to date version of the Statement of Truth using the link we email them.

### The applying executor's contact details

Name	Email	Contact number	
Mary Smith	m.smith@gmail.com	07712345678	Change
Anne Other	ANOther@gmail.com	07812345678	Change

### Solicitor contact details

Solicitor Email	Solicitor Reference	
A_Solicitor@solicitor.co.uk	Not set	Change

Notify the executors who are applying

## Apply for probate

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## What is the solicitor email address and reference?

Solicitor Email address

Solicitor Reference

Save and continue

You now need to notify all the executors who are participating in the application to review and sign the statement of truth.

There is also an option to allow you to include your file reference to the application for ease of future correspondence. To do that, click on the word change beside the 'Solicitor contact details' section and update accordingly.

Once complete, click the green 'Notify the executors who are applying' button and this will automatically generate emails to the email addresses provided previously asking them to read and sign the statement of truth to progress the application.

## Apply for Grant of Probate

Complete these steps to get the legal right to deal with the property and belongings of someone who has died.

You can save your application and return to it later if you need to.

At the end of each section you will be required to check your answers. If any are incorrect you will have the opportunity to change them before proceeding to the next section. Once you have made your legal declaration at section 4 any amendments will have to be made in writing to the Probate office.

- 1. Tell us about the person who has died. **COMPLETED**
- 2. Give details about the applicant **COMPLETED**
- 3. Give details about the additional executors **COMPLETED**

### 4. Check your answers and make your legal declaration **IN PROGRESS**

You can continue with your application when all executors have made their legal declaration. They have received an email which tells them what they need to do.

If you need to change your answers, please click the button below, make any changes and regenerate the updated declaration. The executors will receive a new email with the updated declaration.

**Regenerate declaration >**

Executor name	Declaration status
Mary Smith	Signed
Anne Other	Not declared

### 5. Order extra copies of the grant of probate **CANNOT START YET**

### 6. Send documents **CANNOT START YET**

### 7. Pay and submit **CANNOT START YET**

You can't go any further with the application at this stage until the other executors have signed the statement of truth. You will get an email to alert you when the last executor has signed and you can then log back into the application and progress to order additional copies, paying and submitting it to the Probate Office.

If there is an issue and one or more of the other executors contact you to ask you to amend or regenerate the link to the statement of truth for them, you can do that using the green 'Regenerate declaration' button this will then require both yourself and all the other executors to resign the statement of truth.

This is an example of the email sent to the executors.



Hello Mary Smith,

A statement of truth has been completed by the solicitor in a grant application in which you are involved. Please review the details by clicking the link below. If you believe information contained in the statement of truth is incorrect, do not sign the statement – instead, please contact the solicitor to inform them of what changes are required. Please note the below link will expire after 7 days. <https://nicts-probate-solicitor-staging.london.cloudapps.digital/Verify/Verify?q=dbe2d199-9f3a-4dc3-878a-c4404b1ab3ca>

Reference: Test case 1

Regards,

Probate Service NI

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## Hello Anne Other please verify

please generate a code by clicking 'Generate pass code' which will be sent by sms text to your mobile. Then enter the code generated into the textbox below and click submit passcode.

**i** This unique link and pass code will expire after 7 days.

One time pass code

Submit pass code

Generate pass code

This is the screen that will be displayed to the other executor when they click on the link in the email. They must firstly click the 'Generate pass code' button to generate a SMS message with the pass code to their mobile phone. Once received, they enter the code and click the green 'Submit pass code' button

## Check the Statement of Truth, read the legal statement and make your declaration

This statement is based on the information which has been provided in your application. It will be stored as a public record.

**In the High Court of Justice**  
**Chancery Division (Probate)**

**Statement of Truth**

We understand that criminal proceedings for fraud by false representation may be brought (which carries a maximum of 10 years imprisonment, a fine or both) against the undersigned if it is found that the evidence provided is deliberately untruthful or dishonest, as well as revocation of the grant.

**Statement of Truth**

**In the estate of John Smith, Deceased**  
**Late of 6 SLEVE BERNAGH PARK, NEWTOWNARDS BT23 8JY**  
**Occupation: Labourer**

We

- Mary Smith, of 6 SLEVE BERNAGH PARK NEWTOWNARDS BT23 8JY, Admin officer.
- Anne O'her, of 6 SLEVE BERNAGH PARK NEWTOWNARDS BT23 8JY, Admin officer.

make the following statement.

**The person who died**

John Smith, who died on 01 January 2020, aged 66, at Ulster Hospital, Dundonald, domiciled in Northern Ireland, testate.

**The estate of the person who died**

The gross value for the estate amounts to £50000.00 the net value for the estate amounts to £30000.00 and that this is not a case in which an Inheritance Tax Account is required to be delivered.

**Executors applying for Probate**

We are the Executors named in the Will as Mary Smith, and Anne O'her and we are applying for probate.

The other Executor named in the Will

- Jim Smith having predeceased the deceased.

We will send to the Probate Office what we have marked and believe to be the true and original last Will and testament of John Smith made after attaining the full age of 18 years and that they did not intermarry or form a civil partnership with any person after the Will was made.

We also believe that the certificate uploaded with this application is the Death Certificate of the Deceased.

**Declaration**

We confirm that we will administer the estate of John Smith, according to law we will:

- collect the whole estate
- keep full details (an inventory) of the estate
- keep a full account of how the estate has been administered


If the High Court asks us to do so we will:

- provide the full details of the estate and how it has been administered
- return the Grant of Probate to the court
- pay all just debts and legacies contained in the Will

We understand that:


- our application will be rejected if we do not answer any questions about the information we have given
- criminal proceedings for fraud by false representation may be brought (which carries a maximum of 10 years imprisonment, a fine or both) against the undersigned if it found that the evidence provided is deliberately untruthful or dishonest, as well as revocation of the grant.

Save this page

 Legal declaration  
(30kb PDF)

The executor needs to check the statement of truth and, if content, click the box to digitally sign it and then click the green 'Save and continue' button

By checking this box I hereby agree to my name being signed on the Statement of Truth and acknowledge the legal responsibilities contained therein.

 Once you click 'Save and continue', you cannot change your answers.

[Save and continue](#)

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## Declaration complete

### What happens next

The applicant has been notified that you have signed the declaration. The application will proceed once all declarations have been signed.

▶ [Contact the Probate Office for help](#)

Probate Service Northern Ireland <probate.service.northern.ireland@notifications.service.gov.uk>

Grant Receipt application submission

ianhan

E-mail Retention Policy (3 month Rule) (90 days)

Expires 22/07/2021



Hello,

In reference to John Smith, a statement of truth has been completed in a grant application in which you were involved, the applicant(s) have been invited to sign.

Reference: Test case 1

Regards,

Probate Service NI

Once the executor has signed the statement of truth the Declaration complete screen will display and the executor can close the application. At this time an email will be sent to the lead executor informing them that the executor has signed the statement of truth

This is an example of the email that you (the solicitor) will receive to alert them that the final executor has been asked to sign the statement of truth. If you have entered a reference in the application, this will be quoted in the email for ease of identification.

Probate Service Northern Ireland <probate.service.northern.ireland@notifications.service.gov.uk>

The final person has signed the statement of truth

ianhan

E-mail Retention Policy (3 month Rule) (90 days)

Expires 25/07/2021



Hello,

The final person (Mary Smith) has signed the statement of Truth on 26 April 2021

Reference: Test case 1

Regards,

Probate Service NI

Once all executors have signed the statement of truth, you will receive an email like this to confirm that the final person has signed. You can now log back into the application and progress to pay and submit the application to the Probate office.

Click on the green 'Start' button to begin section 5.

## Apply for Grant of Probate

Complete these steps to get the legal right to deal with the property and belongings of someone who has died.

You can save your application and return to it later if you need to.

At the end of each section you will be required to check your answers. If any are incorrect you will have the opportunity to change them before proceeding to the next section. Once you have made your legal declaration at section 4 any amendments will have to be made in writing to the Probate office.

**1. Tell us about the person who has died.** **COMPLETED**

**2. Give details about the instructing client**  
In this section please complete the details of the instructing client.

**COMPLETED**

**3. Give details about the additional applicants**

**COMPLETED**

**4. Check your answers and make your legal declaration**

**COMPLETED**

You can continue with your application when all executors have made their legal declaration. They have received an email which tells them what they need to do.

Executor name	Declaration status
Mary Smith	Signed
Anne Other	Signed

**5. Order extra copies of the grant of probate**

**NOT STARTED YET**

**Start >**

**6. Send documents**

**CANNOT START YET**

**7. Pay and submit**

**CANNOT START YET**

## How many copies are required?

This will be in addition to the grant you get with the application. If you require copies to send to banks/building societies and so on, certified copies are required.

Number of certified copies

Number of uncertified copies

**Save and continue**

Enter the number of copies you require (or put 0 in the box if no copies are required). If you want to use the copies for official use i.e. to access bank accounts etc. you will need certified copies. Then click the green 'Save and continue' button. The fees for any requested copies will be added in to section 7 Pay and Submit

## Apply for probate

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## Apply for Grant of Probate

Complete these steps to get the legal right to deal with the property and belongings of someone who has died.

You can save your application and return to it later if you need to.

At the end of each section you will be required to check your answers. If any are incorrect you will have the opportunity to change them before proceeding to the next section. Once you have made your legal declaration at section 4 any amendments will have to be made in writing to the Probate office.

**1. Tell us about the person who has died.** **COMPLETED****2. Give details about the instructing client**

In this section please complete the details of the instructing client.

**COMPLETED****3. Give details about the additional applicants****COMPLETED****4. Check your answers and make your legal declaration****COMPLETED**

You can continue with your application when all executors have made their legal declaration. They have received an email which tells them what they need to do.

Executor name	Declaration status
Mary Smith	Signed
Anne Other	Signed

**5. Order extra copies of the grant of probate****COMPLETED**

Check and change your answers

**6. Send documents****NOT STARTED YET****Start >****7. Pay and submit****CANNOT START YET**

Section 5 is complete and you can click the green 'Start' button to complete section 6



## Apply for probate

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## Send documents

This is a final check to ensure you have submitted all required documents

You must also provide hard copies of the Wills & codicils documents (and any maps etc)

### Inheritance tax documents

#### Uploaded Files

File name	Delete	View
[REDACTED]	Delete	Download

#### Upload a inheritance tax document

No file chosen

Status: **COMPLETED**

### Will documents - including any maps and/or lists

#### Uploaded Files

File name	Delete	View
[REDACTED]	Delete	Download

#### Upload a Will document

No file chosen

Status: **COMPLETED**

Once you have submitted your application send **original versions** of the Will & codicils (as well as any maps etc), and any additional outstanding document to:

Probate Office, Royal Court of Justice, Chichester Street, Belfast, BT1 3JF

Check that you have uploaded all required documents. Then click the green 'Save and continue' button. It is necessary to upload all the required documents at this stage, if they haven't previously been uploaded.

## Apply for Grant of Probate

Complete these steps to get the legal right to deal with the property and belongings of someone who has died.

You can save your application and return to it later if you need to.

At the end of each section you will be required to check your answers. If any are incorrect you will have the opportunity to change them before proceeding to the next section. Once you have made your legal declaration at section 4 any amendments will have to be made in writing to the Probate office.

**1. Tell us about the person who has died.** **COMPLETED**

**2. Give details about the instructing client**  
In this section please complete the details of the instructing client. **COMPLETED**

**3. Give details about the additional applicants** **COMPLETED**

**4. Check your answers and make your legal declaration** **COMPLETED**  
You can continue with your application when all executors have made their legal declaration. They have received an email which tells them what they need to do.

Executor name	Declaration status
Mary Smith	Signed
Anne Other	Signed

**5. Order extra copies of the grant of probate** **COMPLETED**  
Check and change your answers

**6. Send documents** **COMPLETED**  
Check and change your answers

**7. Pay and submit** **NOT STARTED YET**  
**Start >**

Section 6 is complete and you can click the green 'Start' button to complete section 7

This is a summary of the payment due, click the green 'Continue to payment' button. You should check that you have ordered the correct number and type of copies before proceeding. If you need to order copies after this stage you can do so by contacting the Probate Office.

Test Mode - This is not a live transaction.

▼ Order summary


Reference: cp-ead98bad-30ac-44f6-8e21-0bbfea103cda  
Description: Probate Bill  
Amount (GBP): £275.00

Payment details  
\* Indicates a required field

Card number \*

Cardholder's name \*

Expiry date \*  /

Security code \*   3 digits on the back of the card or 4 digits on the front of card

When you submit your transaction for processing by Worldpay you confirm your acceptance of [Worldpay's privacy policy](#).

Enter your payment details and once complete, the 'Make payment' button will turn green. You can then click this to complete your payment.

**nidirect** [My Applications](#) [My Notifications](#) [Sign out](#)

Apply for probate

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**SOLICITOR** You are associated with Test Brothers and Sons

Your payment is complete, this is your payment reference. Click the green 'Continue to receipt' button

[Return to home page](#)

**Payment complete**

Your reference number  
**7ce1f93e-228a-4b6f-a4bd-  
e01621c3d719**

We have sent you a confirmation email.

**What happens next**

Please review receipt and proceed to the next stage of the application.

Apply for probate

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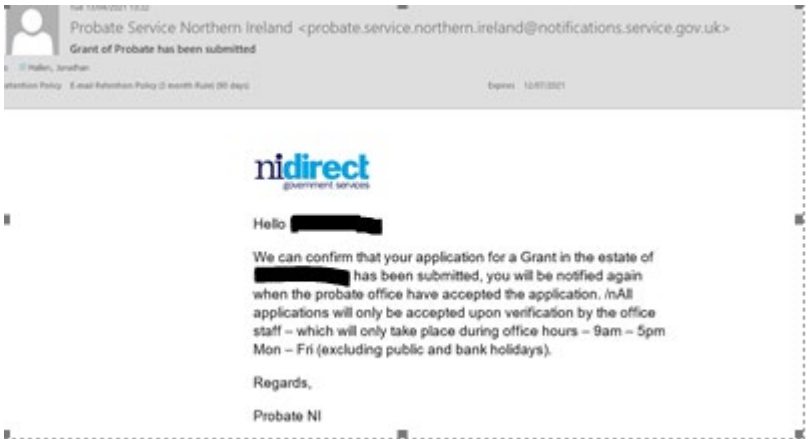
## Payment Receipt

**Reference** 7cef193e-228a-4b6f-a4bd-e01621c3d719  
**Payment date** 26 April 2021

**Payment summary**  
 Probate Bill  
 Total amount:  
**£267.00**

Item	Item Cost	Quantity	Price
Estate value charge	£261.00	N / A	£261.00
Number of uncertified copies	£6.00	1	£6.00
Number of certified copies	£14.00	0	£0.00
<b>Total:</b>			<b>£267.00</b>

[Print payment receipt](#) [Download payment receipt](#)



This is an example of the payment receipt. You can print or download a copy of this receipt for your records by clicking the relevant buttons on this page

You will receive and email to confirm that the application has been submitted. This is an example of the email. The application will be sent to the Probate Office to be processed during normal office working hours.