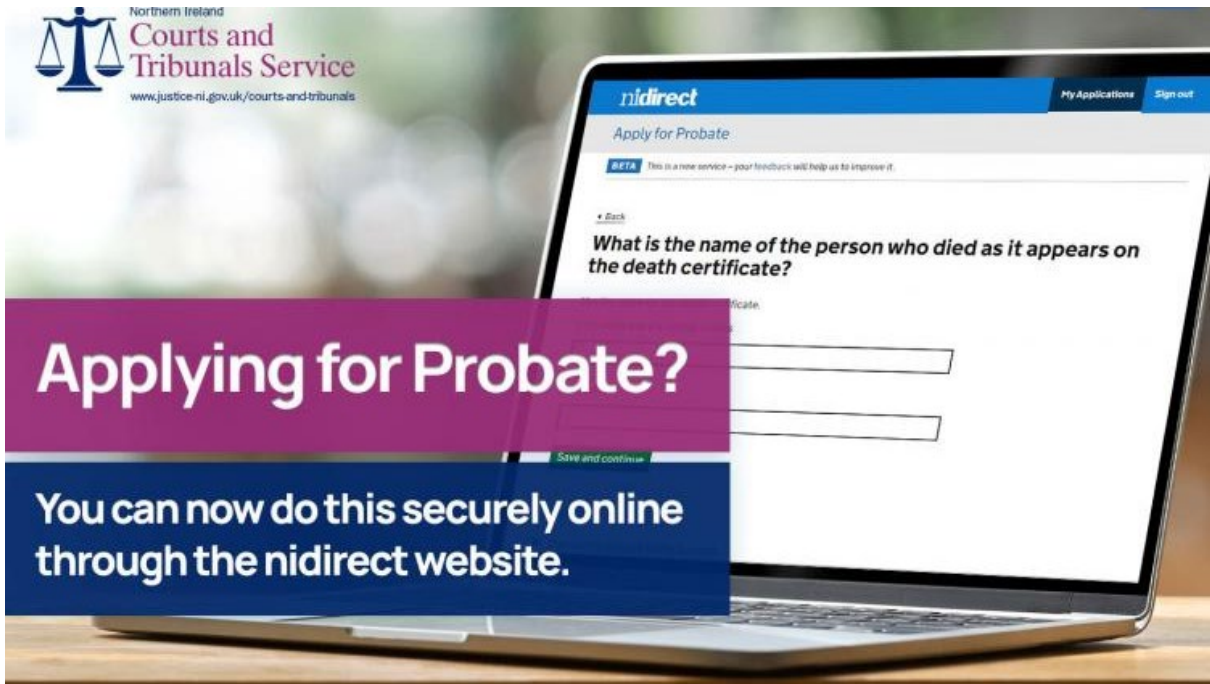


Making a Letters of Administration application online - Citizen



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](#) [ⓘ] or [Controllership](#) [ⓘ]
- 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](#) [ⓘ]
- certified copy of [Controllership Order](#) [ⓘ]
- 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](#) [ⓘ].

[Apply for probate](#) [ⓘ] >

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 'No' to indicate that you are making an application yourself, then click the green 'continue' button.



When you click the link above it takes 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 a nidirect account?

I have an account

* Indicates a required field

* Email address

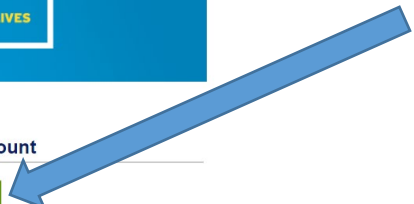
* Password

Sign in

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

I need an account

Create account



nidirect My Applications My Notifications Sign out

Apply for probate

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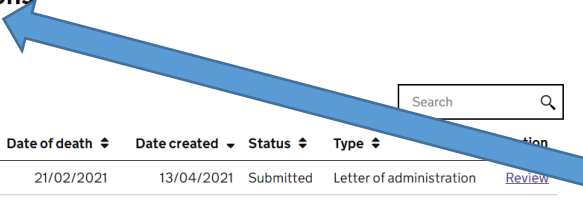
My Applications

Create application

Show 10 entries

Deceased name	Date of death	Date created	Status	Type	Action
Crystal, Billy	21/02/2021	13/04/2021	Submitted	Letter of administration	Review
Styles, Harry	02/03/2021	12/04/2021	Submitted	Grant of probate	Review

Showing 1 to 2 of 2 entries Previous 1 Next



Once you have logged in to your account 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.

Did the person who has died leave a Will?

Yes No

[Save and continue](#) [Cancel](#)

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.

Apply for Letters of Administration

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. NOT STARTED YET

[Start >](#)

2. Give details about the lead applicant CANNOT START YET

3. Are there additional applicants? CANNOT START YET

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

5. Order extra copies of the letter of administration 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.

nidirect My Applications My Notifications Sign out

Apply for probate

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[Back](#)

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

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.

nidirect My Applications My Notifications Sign out

Apply for probate

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What was their date of birth?

For example, 31 03 1945

Day Month Year

Save and continue

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

nidirect My Applications My Notifications Sign out

Apply for probate

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[Back](#)

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

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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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

Apply for probate

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

To find your address, enter a valid Northern Ireland postcode and select find address.

Postcode

If you cannot find your address, enter your details below.

Address line 1

Address Line 2 (optional)

Address Line 3 (optional)

Town or city

Postcode

Country (optional)

Save and continue

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.

nidirect My Applications My Notifications Sign out

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

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

nidirect My Applications My Notifications Sign out

Apply for probate

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What was the former occupation of the person who died?

Occupation of the person who has died

Save and continue

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

nidirect My Applications My Notifications Sign out

Apply for probate

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Upload the death certificate

Upload a scan or photo of the original death certificate or interim certificate from the coroner. You can use your phone to do this if it has a camera.

Your scan or photo must be in colour and show the whole certificate, including the watermark. You can upload most types of image.

Upload a file

Choose file Nothing chosen

Upload

Uploaded Files

File name	Delete	View
No files uploaded		

Save and continue

Upload a copy of the death certificate. 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.

[← Back](#)

Which inheritance tax form was filled in?

- IHT 205 - there was no inheritance tax to pay
- IHT 421

Save and continue

Select which type of IHT form was completed. Then click the green 'Save and continue' button.

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.

[← Back](#)

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

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.

nidirect My Applications My Notifications Sign out

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

No file chosen

Uploaded Files

File name	Delete	View
No files uploaded		

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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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

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.

nidirect My Applications My Notifications Sign out

Apply for probate

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◀ Back

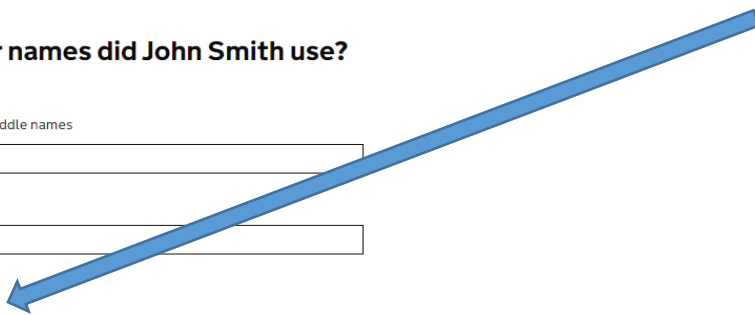
What other names did John Smith use?

Add Name

First name and any middle names

Last name

[Save and close](#)



Apply for Letters of Administration

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 lead applicant **NOT STARTED YET**
Start >
- 3. Are there additional applicants? **CANNOT START YET**
- 4. Check your answers and make your legal declaration **CANNOT START YET**
- 5. Order extra copies of the letter of administration **CANNOT START YET**
- 6. Send documents **CANNOT START YET**
- 7. Pay and submit **CANNOT START YET**

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

[Back](#)

What is your full name?

First name and any middle names

Last name

Save and continue

[Save and close](#)

Enter your name in the relevant boxes. Then click the green 'Save and continue' button

nidirect My Applications Sign out

Apply for Probate

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Select the relevant relationship. Then click the green 'Save and continue' button

[← Back](#)

What is your relationship to person who has died?

- Spouse or civil partner
- Child or grandchild (not including step-children)
- Parent
- Sibling (including half brothers and half sisters)

[Save and continue](#)

[Save and close](#)

For this example 'Sibling' was selected to give the full potential route of application. The higher up the entitlement you are, the less questions you will be asked to complete in order to rule out anyone above you.

nidirect My Applications Sign out

Apply for Probate

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This is asked to rule out the possibility of a spouse or civil partner being most entitled to apply. If you select 'Yes', you will be asked to account for why the spouse or civil partner is not making the application. Select the appropriate answer, then click the green 'Save and continue' button

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Was the person who has died ever married or in a civil partnership?

- Yes
- No

[Save and continue](#)

[Save and close](#)

nidirect My Applications Sign out

Apply for Probate

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This is asked to rule out the possibility of a surviving child being more entitled to apply. If you select 'Yes', you will be asked to account for why the child is not making the application. Select the appropriate answer, then click the green 'Save and continue' button

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Was the person who has died survived by a child/or children?

- Yes
- No

[Save and continue](#)

[Save and close](#)

nidirect My Applications Sign out

Apply for Probate

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Was the person who has died survived by a grandchild or grandchildren?

Yes No

Save and continue

[Save and close](#)

This is asked to rule out the possibility of a surviving grandchild being more entitled to apply. If you select 'Yes', you will be asked to account for why the grandchild is not making the application. Select the appropriate answer, then click the green 'Save and continue' button

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Apply for Probate

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Was the person who has died survived by either or both parents?

Yes No

Save and continue

[Save and close](#)

This is asked to rule out the possibility of a surviving parent being more entitled to apply. If you select 'Yes', you will be asked to account for why the parent is not making the application. Select the appropriate answer, then click the green 'Save and continue' button

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Apply for Probate

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Was the person who has died survived by one or more brother or sister?

Yes No

Save and continue

[Save and close](#)

This is the level of entitlement selected as siblings, therefore select 'Yes', then click the green 'Save and continue' button

[← Back](#)

What are your contact details?

A mobile phone number is required to complete the signing of the Statement of Truth.

Mobile phone number

Email

Save and continue

[Save and close](#)

Enter your mobile telephone number and email address (these will be used to contact you with progress and notifications relating to this application. Then click the green 'Save and continue' button

[← Back](#)

What is your occupation?

Occupation

Save and continue

[Save and close](#)

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

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

Apply for probate

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[← Back](#)

What is your address?

We'll send the grant of probate to this address.

To find your address, enter a valid Northern Ireland postcode and select find address.

Postcode

If you cannot find your address, enter your details below.

Address line 1

Address Line 2 (optional)

Address Line 3 (optional)

Town or city

Postcode

Country (optional)

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

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

Apply for probate

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[← Back](#)

Upload photographic identification

Upload a scan or photo of your certified photographic identification. You can use your phone to do this if it has a camera.

Upload a file
 No file chosen

Uploaded Files

File name	Delete	View
No files uploaded		

Upload a certified copy of your identification. Details below state the acceptable forms of ID and the recognised professions who can certify them as true. Then click the green 'Save and continue' button

Proving your identification in probate applications

To make a probate application without using a legal representative, the lead applicant will have to prove their identification.

A certified copy of photographic ID is required.

ID documents which are accepted include:

- a full or provisional driving licence (photographic part)
- a passport
- an Electoral Identity Card
- a Translink Senior SmartPass
- a Translink 60+ SmartPass
- a Translink War Disabled SmartPass
- a Translink Blind Person's SmartPass

A photocopy of the ID will have to be certified - the person certifying should write the following on a photocopy of the ID:

- I certify that this is the photographic ID of [insert the lead applicant's name and address]

By certifying, the person is confirming that:

- they have known you for at least two years
- they are able to identify you, for example they're a friend, neighbour or colleague (not just someone who knows you professionally)
- they are 'a person of good standing in their community' or work in (or be retired from) a recognised profession

Recognised professions

Examples of recognised professions include:

- accountant
- airline pilot
- articulated clerk of a limited company
- assurance agent of recognised company
- bank or building society official
- barrister
- chairman or director of a limited company
- chiropodist
- commissioner for oaths
- councillor, for example local or county
- civil servant (permanent)
- dentist
- director, manager or personnel officer of a VAT-registered company
- doctor/ medical practitioner/ surgeon
- engineer with professional qualifications
- financial services intermediary, for example a stockbroker or insurance broker
- fire service official
- funeral director
- insurance agent (full-time) of a recognised company
- journalist
- justice of the Peace
- legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- licensee of a public house
- local government officer
- manager or personnel officer of a limited company
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- minister of a recognised religion (including Christian Science)

- nurse (RGN or RMN)
- officer of the armed services
- optician
- paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- person with honours, for example an OBE or MBE
- pharmacist
- photographer (professional)
- police officer
- Post Office official
- president or secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher or lecturer
- trade union officer
- travel agent (qualified)
- valuer or auctioneer (fellow or associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers

nidirect
My Applications Sign out

Apply for Probate

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

Apply for Letters of Administration

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 declaration at section 4, any amendments needed will require the Statement of Truth to be re-signed by all executors/applicants.

1. Tell us about the person who has died.	COMPLETED
<small>Check and change your answers</small>	
2. Give details about the lead applicant	COMPLETED
<small>Check and change your answers</small>	
3. Are there additional applicants?	NOT STARTED YET
<div style="background-color: #0070c0; color: white; padding: 5px 15px; display: inline-block; font-weight: bold;">Start ></div>	
4. Check your answers and make your legal declaration	CANNOT START YET
5. Order extra copies of the letter of administration	CANNOT START YET
6. Send documents	CANNOT START YET
7. Pay and submit	CANNOT START YET

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Are there any additional applicants?

The lead applicant is applying as a sibling. Are there any other siblings also applying as part of this application?

Yes No

Save and continue

If Yes:

Add additional applicants

Add additional applicants by selecting Add another applicant, when complete select save and continue.

A maximum of 3 additional applicants can be added to a Letters of Administration application.

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Applicant name	Details completed?
----------------	--------------------

Add another applicant

There needs to be at least one additional applicant

If No:

Up to four applicants can apply as long as they are all at the same level of entitlement, in this case siblings. If there are more applicants, select 'yes' to allow you to add their details to the application, if not, select 'No' and then click the green 'Save and continue' button.

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

Apply for Letters of Administration

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 declaration at section 4, any amendments needed will require the Statement of Truth to be re-signed by all executors/applicants.

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

Check and change your answers

2. Give details about the lead applicant COMPLETED

Check and change your answers

3. Are there 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 letter of administration CANNOT START YET

6. Send documents CANNOT START YET

7. Pay and submit CANNOT START YET

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
What was their date of birth?	1 March 1965	Change
What was the date that they died?	1 February 2020	Change
Did the person who died live permanently in, or intend to return to, Northern Ireland?	Yes	Change
What was the 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

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

Uploaded documents

Death certificate	Yes	Change
Inheritance tax	Yes	Change
Photographic id	Yes	Change

About you

First name and any middle names	Anne	Change
Last name	Other	Change
Occupation	Admin officer	Change
Phone number	07123456789	Change
Email	ANOther@gmail.com	Change
What is your address?	5 OXFORD STREET BELFAST BT1 3LA	Change
Relation to the person who has died	Sibling (including half brothers and half sisters)	Change
Was the person who has died ever married or in a civil partnership?	No	Change
Was the person who has died survived by a child/or children?	No	Change
Was the person who has died survived by a grandchild or grandchildren?	No	Change
Was the person who has died survived by either or both parents?	No	Change
Was the person who has died survived by one or more brother or sister?	Yes	Change

The applicants

Are there additional applicants?	No	Change
----------------------------------	----	------------------------

To continue and pick up where you last left off just click 'change' next to the last answered question.

[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

[◀ Back](#)

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

I 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 5 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY
Occupation: ADMIN OFFICER

I Anne Other of 5 OXFORD STREET BELFAST BT1 3LA, Admin officer, make the following statement.

The person who died

JOHN SMITH, who died on 01 February 2020, aged 54 at ULSTER HOSPITAL, DUNDONALD, domiciled in Northern Ireland, intestate a single person, having never married or entered into a civil partnership and without child or grandchild the child of a predeceased child them surviving or parent them surviving.

The estate of the person who died

The gross value for the estate amounts to £25000.00 the net value for the estate amounts to £20000.00 and that this is not a case in which an Inheritance Tax Account is required to be delivered.

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

Save this page



Legal declaration
(30kb PDF)

Administrator applying for letters of administration

I am the sibling of the deceased and am now entitled to share in the estate of the said Intestate.

I am applying for Letters of Administration

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

Declaration

I confirm that I will administer the estate of JOHN SMITH, according to law I 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 me to do so I will:

- provide the full details of the estate and how it has been administered
- return the Grant of Letters of Administration to the court
- pay all just debts and legacies according to the law

I understand that:

- my application will be rejected if I do not answer any questions about the information I 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.

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', any changes you make will require the regeneration of a new Statement of Truth.

Save and continue

Apply for Probate

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Back

Notify the other applicants who are applying for Probate

Once you've notified the other applicants who are applying, they'll 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 other applicants 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 other applying applicants 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 e-mailed to them.

The applying applicant's contact details

Table with 4 columns: Name, Email, Contact number, and a Change link. Row 1: James Smith, j.smith@gmail.com, 01723456789, Change

Notify the other applicants who are applying

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

Grant Receipt application submission



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

Expires 18/07/2021



Hello Anne Other,

A statement of truth has been signed by the lead applicant in relation to 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 lead applicant to inform them of what changes are required. Please note the below link will expire after 7 days. https://nicts-probate-staging.london.cloudapps.digital/Verify/Verify?q=6e133efc-64eb-4d7d-87c1-a943b55ca19a

Regards,

Probate Service NI

You now need to notify the other applicants (if applicable) to review and sign the statement of truth. Click the green 'Notify the other 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.

This is an example of the email sent to the other executor.

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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>
The final person has signed the statement of truth

E-mail Retention Policy (3 month Rule) (90 days) Expires: 18/07/2021



Hello Mary Smith,

The final person (Anne Other) has signed the statement of Truth on 19 April 2021

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 the lead executor (the one completing the application) will receive to alert them that the final executor has signed the statement of truth. You can now log back in to complete the application, pay and submit it

Apply for Letters of Administration

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 declaration at section 4, any amendments needed will require the Statement of Truth to be re-signed by all executors/applicants.

- 1. Tell us about the person who has died. **COMPLETED**
- 2. Give details about the lead applicant **COMPLETED**
- 3. Are there additional applicants? **COMPLETED**
- 4. Check your answers and make your legal declaration **COMPLETED**

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

Applicant name	Declaration status
Anne Other	Signed

- 5. Order extra copies of the letter of administration **NOT STARTED YET**

Start >

- 6. Send documents **CANNOT START YET**
- 7. Pay and submit **CANNOT START YET**

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How many copies would you like?

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

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

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

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Apply for Letters of Administration

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 declaration at section 4, any amendments needed will require the Statement of Truth to be re-signed by all executors/applicants.

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

2. Give details about the lead applicant **COMPLETED**

3. Are there additional applicants? **COMPLETED**

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

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

Applicant name	Declaration status
Anne Other	Signed

5. Order extra copies of the letter of administration **COMPLETED**

Check and change your answers

6. Send documents **IN PROGRESS**

Check and change your answers

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

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

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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 and codicils documents (and any maps and so on)

Photographic ID

Uploaded Files

File name	Delete	View
photographic id.JPG	Delete	Download

Upload a copy of your certified photographic identification

[Choose file](#) No file chosen [Upload](#)

Status: **COMPLETED**

Death certificate

Uploaded Files

File name	Delete	View
Death Certificate.jpeg	Delete	Download

Upload a death certificate

[Choose file](#) No file chosen [Upload](#)

Status: **COMPLETED**

Inheritance tax documents

Uploaded Files

File name	Delete	View
IHT Form.pdf	Delete	Download

Upload a inheritance tax document

[Choose file](#) No file chosen [Upload](#)

Status: **COMPLETED**

[Save and continue](#)

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 Letters of Administration

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 declaration at section 4, any amendments needed will require the Statement of Truth to be re-signed by all executors/applicants.

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

2. Give details about the lead applicant COMPLETED

3. Are there additional applicants? COMPLETED

4. Check your answers and make your legal declaration COMPLETED

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

Applicant name	Declaration status
Anne Other	Signed

5. Order extra copies of the letter of administration 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

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Billable items

Item	Item Cost	Quantity	Price
Estate value charge	£261.00	N / A	£261.00
Number of uncertified copies	£6.00	0	£0.00
Number of certified copies	£14.00	1	£14.00
		Total:	£275.00

Continue to payment


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.

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[Return to home page](#)

Payment complete
 Your reference number
e33f8bc2-d702-42f7-857c-3a76d7759f91

We have sent you a confirmation email.

What happens next

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

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

Tue 13/04/2021 13:22
 Probate Service Northern Ireland <probate.service.northern.ireland@notifications.service.gov.uk>
 Grant of Probate has been submitted

To: [Mullen, Jonathan](#)
 Retention Policy: E-mail Retention Policy (3 month Rule) (90 days) Expires: 12/07/2021

Hello Minnie Mouse,

We can confirm that your application for a Grant in the estate of Michael Mouse has been submitted, you will be notified again when the probate office have accepted the application. *nAll* applications will only be accepted upon verification by the office staff – which will only take place during office hours – 9am – 5pm Mon – Fri (excluding public and bank holidays).

Regards,

Probate NI

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.

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Payment Receipt

Reference e33f8bc2-d702-42f7-857c-3a76d7759f91**Payment date** 13 April 2021

Item	Item Cost	Quantity	Price
Estate value charge	£261.00	N / A	£261.00
Number of uncertified copies	£6.00	0	£0.00
Number of certified copies	£14.00	1	£14.00
		Total:	£275.00

Payment summary

Probate Bill

Total amount:

£275.00[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