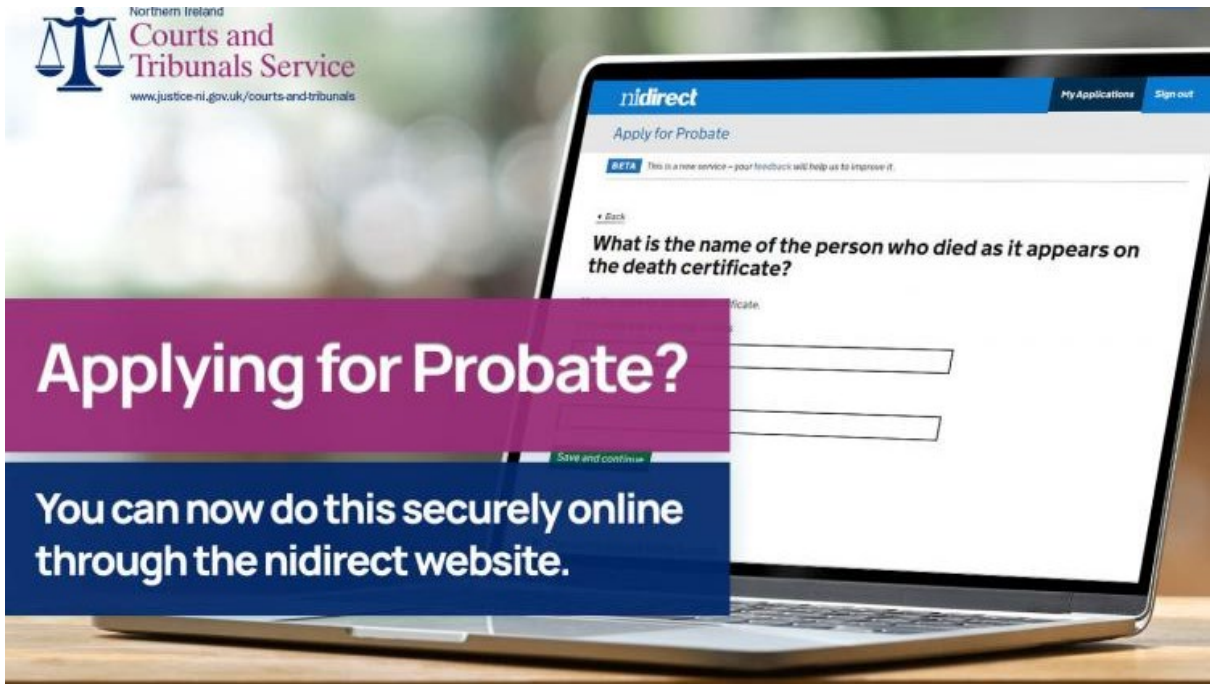


Making a Letters of Administration application online - Solicitor



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 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 'Yes' if you are making this application on behalf of a client, 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

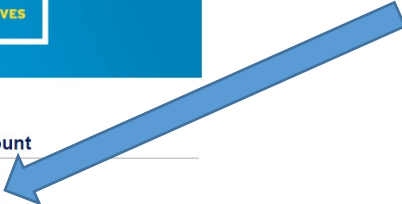
★ Password

Sign in

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

I need an account

Create account



ALPHA This is a new service – your [feedback](#) will help us to improve it.

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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SOLICITOR You are associated with Test Brothers and Sons

My Applications

Create application

Show 10 entries

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

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 or letters of administration 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 Probate

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

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

Apply for probate

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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](#)

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.

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

[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.

nidirect My Applications My Notifications Sign out

Apply for probate

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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](#)

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

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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](#)

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.

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

[Save and close](#)

Type the former occupation of the person who died, 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

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.

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 | | |

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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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

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 Letters of Administration. If not, click 'No'. Then click the green 'Save and continue' button.

nidirect My Applications My Notifications Sign out

Apply for probate

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

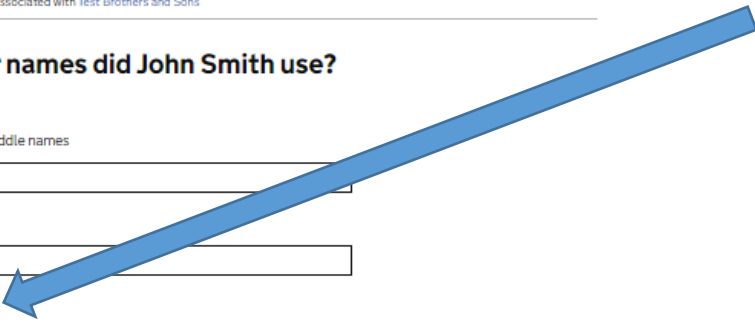
SOLICITOR You are associated with Test Brothers and Sons

What other names did John Smith use?

Add Name
First name and any middle names

Last name

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.



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SOLICITOR You are associated with Test Brothers and Sons

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 instructing client

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

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 client's details.

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Apply for probate

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

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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Apply for Probate

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Select the relationship of your client to the person who has died. Then click the green 'Save and continue' button

What is your relationship to the 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](#)

If you pick any option below Spouse or civil partner, you will have to clear off any options above you in the entitlement, e.g. if you are a parent, you will be asked:

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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](#)

Apply for Probate

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

Yes No

Save and continue

[Save and close](#)

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](#)

Apply for Probate

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SOLICITOR You are associated with Test Brothers and Sons

Tell us 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

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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

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](#)

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

nidirect My Applications My Notifications Sign out

Apply for Probate

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SOLICITOR You are associated with Test Brothers and Sons

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.

- Tell us about the person who has died.** **COMPLETED**
Check and change your answers
- Give details about the instructing client**
In this section please complete the details of the instructing client. **COMPLETED**
Check and change your answers
- Are there additional applicants?** **NOT STARTED YET**
Start >
- Check your answers and make your legal declaration** **CANNOT START YET**
- Order extra copies of the letter of administration** **CANNOT START YET**
- Send documents** **CANNOT START YET**
- Pay and submit** **CANNOT START YET**

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

nidirect My Applications My Notifications Sign out

Apply for Probate

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Are there any additional applicants?

The lead applicant is applying as a Parent. Are there any other Parent's also applying as part of this application?

Yes No

Save and continue

If there are other applicants click 'Yes'. Then click the green 'Save and continue' button to complete details of the other applicants.

Apply for Probate

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SOLICITOR You are associated with Test Brothers and Sons

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.

[Back](#)

Applicant name Details completed?

None entered

Add another applicant

There needs to be at least one additional applicant

Click the 'Add another applicant' button.

Apply for Probate

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What is the applicant's name?

Write the name of the applicant.

First name and any middle names

Last name

Save and continue

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

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? |
|---------------|-----------|-------------------------|---|
| Jim Smith | No | Yes | Delete Change |

Add another executor

Save and continue

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

Apply for Probate

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What are Jim Smith's email address, mobile number and occupation?

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

nidirect My Applications My Notifications Sign out

Apply for Probate

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What is Jim Smith's permanent address?

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

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

nidirect My Applications My Notifications Sign out

Apply for Probate

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SOLICITOR You are associated with Test Brothers and Sons

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.

[← Back](#)

| Applicant name | Details completed? | | |
|----------------|--------------------|--------|--------|
| Jim Smith | Yes | Delete | Change |

Add another applicant

Save and continue

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

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

SOLICITOR You are associated with Test Brothers and Sons

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 instructing client **COMPLETED**

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

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**

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

Apply for Probate

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SOLICITOR You are associated with Test Brothers and Sons

Check your answers

Check the information below carefully. This will form a record of your application for Letters of Administration. 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? | 3 March 1950 | Change |
| What was the date that they died? | 1 April 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? | 7 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 |

Uploaded documents

| | | |
|-----------------|-----|--------|
| Inheritance tax | Yes | Change |
|-----------------|-----|--------|

Inheritance tax

| | | |
|---|----------|--------|
| Was the inheritance tax (IHT) form submitted? | Yes | Change |
| Gross value of the estate in £ | 20000.00 | Change |
| Net value of the estate in £ | 15000.00 | Change |

About the applicant

| | | |
|--|--|--------|
| First name and any middle names | Mary | Change |
| Last name | Smith | Change |
| Occupation | Admin officer | Change |
| Phone number | [REDACTED] | Change |
| Email | [REDACTED] | Change |
| What is the applicant's address? | 7 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY | Change |
| Relation to the person who has died | Parent | 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 |

The applicants

| | | |
|-------------------------------------|--|--------|
| Are there additional applicants? | Yes | Change |
| Name | Jim Smith | Change |
| Email | j.smith@gmail.com | Change |
| Phone number | 07123456789 | Change |
| Occupation | Admin officer | Change |
| Address | 7 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY | Change |
| Relation to the person who has died | Parent | 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

Apply for Probate

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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 7 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY
Occupation: ADMIN OFFICER

We

- MARY SMITH, of 7 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY, ADMIN OFFICER.
- JIM SMITH, of 7 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY, ADMIN OFFICER.

make the following statement.

The person who died

JOHN SMITH, who died on 01 April 2020, aged 70 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 then surviving.

The estate of the person who died

The gross value for the estate amounts to £20000.00 the net value for the estate amounts to £15000.00 and that this is not a case in which an Inheritance Tax Account is required to be delivered.

Administrators applying for Letters of Administration

We are the parents of the deceased and now entitled to share in the estate of the said Intestate.

We are applying for Letters of Administration

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)

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. If content, tick the box to confirm and digitally sign the statement of truth, then click the green 'Save and continue' button

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

Save and continue

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

Once you've notified the 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 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 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 we email them.

The applying applicant's contact details

Table with 4 columns: Name, Email, Contact number, Change. Rows for Mary Smith and Jim Smith.

Solicitor contact details

Table with 3 columns: Solicitor Email, Solicitor Reference, Change. Row for Solicitor@sollicitors.co.uk.

Notify the applicants who are applying

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What is the solicitor email address and reference?

Solicitor Email address

Text input field containing A_Solicitor@solicitor.co.uk

Solicitor Reference

Empty text input field

Save and continue

You now need to notify all the applicants 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.

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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 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

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

Grant Receipt application submission

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

Expires 22/07/2021

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 Mary Smith 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.

! 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 SLIEVE BERNAGH PARK NEWTOWNARDS BT23 8JY
Occupation: Labourer

We

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

athen

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

athen

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.

Apply for Probate

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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 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. Are there 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.

Table with 2 columns: Applicant name, Declaration status. Rows: Mary Smith Signed, Jim Smith 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 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

Input box for certified copies

Number of uncertified copies

Input box for 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 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. Are there 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.

| Applicant name | Declaration status |
|----------------|--------------------|
| Mary Smith | Signed |
| Jim Smith | Signed |

5. Order extra copies of the letter of administration 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

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Send documents

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

Inheritance tax documents

Uploaded Files

| File name | Delete | View |
|-----------|------------------------|--------------------------|
| IHT.jpeg | Delete | Download |

Upload a inheritance tax document

No file chosen

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 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. Are there 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.

| Applicant name | Declaration status |
|----------------|--------------------|
| Mary Smith | Signed |
| Jim Smith | 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

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](#)

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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.

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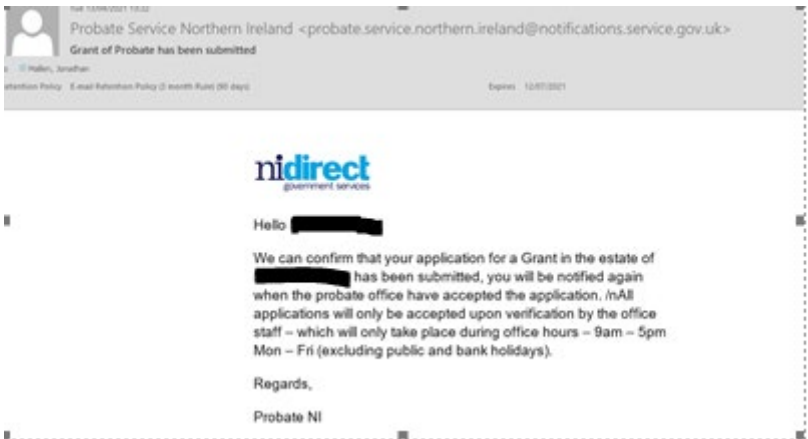
Payment Receipt

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 |
| Total: | | | £267.00 |

[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

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.