



REGISTER OF WILLS, PHILADELPHIA COUNTY



The Honorable Tracey L. Gordon, Register of Wills & Clerk of the Orphans' Court

PROBATE APPOINTMENT QUESTIONNAIRE

ARE YOU READY TO MAKE AN APPOINTMENT?

Complete this checklist to determine your eligibility

Do you have an Original Death Certificate ? YES NO

Please note: Original death cert. has a pattern on reverse side.

Executor or proposed Administrator have valid I.D. ? YES NO

Driver's License; Non-Drivers License; OR International Driver's License; Passport; Military I.D. accompanied by a current utility bill showing address of residence.

Please note: Expired Identification will not be accepted.

If applicable:

Do you have the Original Will? YES NO

Estates without a Will:

Do you have Renunciations signed and notarized? YES NO

If you answered YES to all of the statements above proceed to Book your Appointment by:

PHONE

OR

EMAIL

215-686-6255, 8am-4:30pm, M-F

ProbateAppt@Phila.gov

Please provide Name, Contact Number and Preferred Date and Time if using email option.

Available Appointment Times

9:00am 9:45am 10:30am 11:15am 1:15pm 2:00pm 2:45pm
3:30pm

ALL APPOINTMENTS ARE SUBJECT TO PROBATE CONSULTATION PRIOR TO CONFIRMATION.

If you answered NO to any of the statements and need additional documents:

A certified copy of a Divorce Decree can be obtained in the Office of Judicial Records, Civil Filing Center, Room 296, City Hall either in person over-the-counter or by written request via mail. For more information [Click Here.](#)

A Certified copy of a Death/ Birth Certificate can be obtained by:

1-866-712-8238

[Birth Cert. via MAIL](#)

[Via Online Click Here](#)

PA Authorized Vendor

[Death Cert. via MAIL](#)

PA Authorized Vendor

Need to transfer decedents car title? [Click Here for MV-39 PennDot form](#)

Decedent's account under \$10,000? [Click Here to provide Bank Section 3101 \(a\)\(b\)\(c\)\(d\)\(e\)](#)

*Please note: Include small estate affidavit when Section 3101 applies. [Click Here.](#)

FOR INFORMATION AND QUESTIONS

Visit the Register of Wills website at www.phila.gov/wills or contact our Probate Department 215-686-6255 or by email at Rowonline@phila.gov. Probate Representatives are available Monday-Friday 8:00am-4:00pm ET.

FAILURE TO PROVIDE DOCUMENTS REQUESTED, WILL PREVENT ABILITY TO PROBATE ESTATE