

Checklist for Pre-Probate Checking Service

Please Note the Following:

The Erin Research Pre-Probate Checking Service is strictly a digital service. Any paper copies received will not be accepted and will be returned without checking.

We recommend that all required documents be scanned and saved as one document in PDF format and details should be submitted by clicking the following secure link;

<https://www.erinresearch.ie/services/probate-pre-check/>

Please complete all of the required fields and attach any necessary documents.

Required Documents - Probate, Intestate & Will Annexed Applications

A) Title Check (Probate/Intestate/Will Annexed)

1. Colour copy of Will/Codicils
Black and white versions will not be accepted
Paper copies by post will *not* be accepted, this is strictly a digital service
2. Copy of Death Certificate (where a death certificate has not yet issued, a Coroner's certificate of death will be accepted in lieu. However, a medical certificate of death will not be accepted)
3. Completed Oath/Bond for checking

Please note that this service is limited to checking the legal entitlement as set out in your oath only.

B) Full Check (Probate/Intestate/Will Annexed)

1. All documents listed above for Title Check, **PLUS**
2. For cases where the date of death is after 5/12/2001, Notice of Acknowledgement (Probate) Form 2 as downloaded from Revenue.ie - (to confirm correct value of estate as appears in oath/bond).
For deaths prior to 5/12/2001, the appropriate Revenue Affidavit with Certificate for the High Court (see Revenue.ie for details).

3. Copy of Valuation (only if application is being made more than two years after death in intestacy/will annexed cases)
4. Any affidavits/orders supporting your application e.g., Affidavit of Attesting Witness, Affidavit of Plight and Condition, Affidavit of Testamentary Capacity, Renunciations, Consents, Powers of Attorney, Probate Officer's Orders/Court Orders)
5. Any other supporting documents you deem relevant to your application e.g., Charitable Bequest Form
6. Notice of Application

Required Documents - De Bonis Non Applications

C) Title Check (DBN)

1. Colour copy of previous Grant/Will/Codicils
Black and white versions will not be accepted
Paper copies by post will not be accepted, this is strictly a digital service
2. Copy of Death Certificate (where a death certificate has not yet issued, a Coroner's certificate of death will be accepted in lieu. However, a medical certificate of death will not be accepted)
3. Completed Oath/Bond for checking

This service is limited to checking legal title as set out in your oath only.

D) Full Check (DBN)

1. All documents as set out in the Title Check, **PLUS**
2. Copy valuation where the death occurred more than two years ago.
3. Appropriate Revenue Affidavit

For cases where the date of death is after 5/12/2001, Notice of Acknowledgement (Probate) Form as downloaded from Revenue.ie (to confirm correct value of estate as appears in oath/bond).

For deaths prior to 5/12/2001, the appropriate Revenue Affidavit with Certificate for the High Court. See Revenue.ie for details. (Please note that the revenue Affidavits for De Bonis Non grants are different to the usual ones and must be certified by the Revenue Commissioners. See Revenue.ie for details)

4. *Notice of Application*

5. *Any other documents you deem relevant to your application.*

E) Resubmissions

1. Resubmissions re accepted for Title Checks only. No resubmissions will be accepted for Full Checks.
2. Please resubmit the same documents as originally presented in your first request, along with any further documentation as outlined in our recommendations to you.

How to submit your application to Erin Research:

- a) Scan all the necessary documents as a single PDF document
- b) Submit documents through secure link;
<https://www.erinresearch.ie/services/probate-pre-check/>
- c) Allow up to 5 working days to receive our recommendations
- d) Make the necessary amendments as suggested
- e) You may wish to resubmit to us for final check prior to submission (See Section 6 ,T&Cs)
- f) Submit your application directly to the Probate Office.