



Supreme Court
of New South Wales

Application for an Exemplification of a grant (Copy or Certified/sealed copy of a Grant/Will)

An Exemplification is a certified and sealed copy of a Probate Grant, Letters of Administration, Letters of Administration with the Will annexed, or a Reseal.

An Inventory of Property will also be supplied if the person applying for the certified sealed copy is an Executor, Administrator, Beneficiary, or an applicant in a contested Supreme Court Family Provision Claim. The Court will not release the Inventory of Property to creditors or potential claimants.

You might need an exemplification to apply for a reseal of a grant from another jurisdiction, or to prepare an Affidavit of Additional Assets, or to transfer property in a contentious matter.

If you only need copies of probate documents issued before 1990 for general use or family history research, contact the State Records Authority of NSW on (02) 9673 1788, or search the records archives online: <http://investigator.records.nsw.gov.au/>

The cost of this service varies depending on when the probate application was filed, and whether or not you know the case number.

Is the application older than 1986?	Do you know the case number?	Search fee	Certified copy fee	File retrieval fee	Total cost
Yes, or I Don't Know	No	\$79.00 per name searched. This fee is payable even if no matching records are found.	\$79.00	\$105.00	\$259.00
Yes	Yes	Not applicable	\$79.00	\$105.00	\$184.00
No	No	\$0.00, registry staff will search computer records for free	\$79.00	\$105.00	\$184.00
No	Yes	Not applicable	\$79.00	\$105.00	\$184.00

For grants issued through online probate a fee of \$76 will apply.

Please enclose a self-addressed stamped envelope for the return of the exemplification.

Estate details:

Full name of deceased:

Date of Death:

Probate file number:

Applicant details:

Full Name of Applicant (state the name of the Executor/Administrator/Beneficiary/Creditor/Interested Party):

Status (state whether Executor /Administrator /Beneficiary /Creditor/Interested party):

Name of Solicitor (if applicable):

Firm name:

A letter of Authority is required from the Executor, Administrator or Beneficiary if you are acting on his/her behalf.

Contact details:

Telephone :

Email :

Postal Address :

Signature:

Date:

Post & Payment details

Please email the completed form to sc.probate@justice.nsw.gov.au and we will send you an invoice and Simple Payment Portal link to pay securely online.

NOTE: the Court does not accept credit card details by email.

Bank cheques, solicitors firm cheques and money orders should be made out to: Supreme Court of NSW.