



# BAILIWICK OF GUERNSEY PROBATE REGISTRY

## PROBATE APPLICATION FORM

The Probate Office will be pleased to assist you with any questions.

Bailiwick of Guernsey Probate Registry, Bureau des Connétables, Lefebvre Street, St Peter Port, Guernsey, GY1 2JS;  
Tel: +44 (0)1481 721732; Email: [info@guernseyprobate.gg](mailto:info@guernseyprobate.gg); Website: [www.guernseyprobate.gg](http://www.guernseyprobate.gg). Please use CAPITAL LETTERS.

### **SECTION 1 – Details of Applicant(s)** (N.B. if there is more than one Executor, only one needs to complete the form but all Executors must still be listed in Section 4)

1.	Applicant 1	Applicant 2
Surname or Company Name		
Forename(s)		
Maiden name, if applicable		
Former or alias name(s), if any		
Full address		
Telephone number		
Email address		

See Section 4. 14(e) below

### **SECTION 2 – Details of the Deceased**

2. Surname	<input type="text"/>		
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>
	Ms <input type="checkbox"/>	Other <input type="checkbox"/>	
3. Forename(s)	<input type="text"/>		
4. Maiden name, if applicable	<input type="text"/>		
5. Former or alias name(s), if any	<input type="text"/>		
6. Full Address	<input type="text"/>		
7. Place of Domicile (if known)	<input type="text"/>		
8. Date of Death	<input type="text"/>		
9. Death Certificate enclosed (original or certified copy)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

### SECTION 3 – Is there a Will?

10. Did the deceased leave a Will? If proved elsewhere, see Section 5. <i>If there is no Will, please speak to the Probate staff.</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
11. Original Will enclosed ( <i>to be retained by the Probate Registry</i> )	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A <input type="checkbox"/>
12. Are there any Codicils to the Will?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
13. Original Codicil(s) enclosed ( <i>to be retained by the Probate Registry</i> )	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	N/A <input type="checkbox"/>

### SECTION 4 – The Will/Codicil

14. Are there any Executors named in the Will/Codicil?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
15. Give the names and full current residential addresses of all Executors named in the Will. Please also indicate for each Executor whether they have died or whether they wish to act, have power reserved or renounce and see notes (a) to (e) below the table for further information.				
Name	Residential Address	State whether died; wish to act; have power reserved or renounce		

(a) For any executor who has already died (please indicate in the table above), we will need a copy of his/her Death Certificate.

(b) For any executor who does not wish to act as executor, he/she will need to sign a deed of renunciation (i.e. he/she can never act) or a power reserved statement (i.e. he/she will not take the appointment up at the current time but could so at a later date, if required). Please indicate in the table above. The relevant document(s) will be prepared by the Probate Registry.

(c) The executor named in the Will can appoint an attorney to act on his/her behalf. Please let us know if this is required.

(d) If there is no executor named in the Will who can act, please speak to the Probate staff.

(e) Please indicate in the table above which executor or executors will be acting. Each executor acting will need to provide due diligence documents i.e. a Passport or Driving Licence and a utility bill (less than 3 months old) or certified copies of these. Our requirements for certification are attached in Appendix 1.

## **SECTION 5 – Applications where probate has been issued outside the Bailiwick of Guernsey**

16. Has Probate or Letters of Administration been granted outside the Bailiwick of Guernsey? YES ☐ NO ☐ N/A ☐

If yes, please provide a Court sealed/stamped and certified copy of the Grant and the Will. Each page must be sealed/stamped with the issuing Authority's seal/stamp. Any previous Grants certified by lawyers or solicitors will not be accepted.

17. Other Probate enclosed YES ☐ NO ☐ N/A ☐

Please note that a plain copy of any other Wills (and Codicils) made by the deceased in respect of estate elsewhere in the world must be submitted with the application.

18. Any other Will? YES ☐ NO ☐

19. Other Will(s) enclosed YES ☐ NO ☐

Any documents in a foreign language will require translations. Please contact the Probate Registry for further information.

**SECTION 6 – Inventory of Estate – assets held only in the sole name of the deceased need to be declared**

We will require a full worldwide inventory of the estate of the deceased if the Will has never been presented for Probate elsewhere. In all other cases, we will require full details of the Bailiwick of Guernsey estate. Please note real estate is not declarable unless property is held through a company or it is a leasehold interest.

Please complete the relevant boxes which apply.

<b>1.</b>	<b>Bank Accounts and Cash</b>		
1.1	Did the deceased have any bank accounts or cash in his/her sole name? Please list each bank and amount and continue in the 'Any other information' box on page 5 if necessary.	<b>Yes</b>	<b>No</b>
1.2	If Yes, please state the <b>total</b> value of the bank accounts/cash assets	<b>£</b>	

  

<b>2.</b>	<b>Insurance and Pension Policies/other Financial Investments</b>		
2.1	Did the deceased have a policy of life assurance in his/her sole name held with any insurance company in any jurisdiction? Please list each policy and amount and continue in the 'Any other information' box on page 5 if necessary.	<b>Yes</b>	<b>No</b>

2.2 If Yes, please state the **value** of the policy.

£

2.3 Did the deceased have a pension (*excluding a state pension*) which leaves a lump sum on death and/or other financial investments in his/her sole name? Please list each pension and amounts.

Yes

No

2.3 If Yes, please state the **total value** of these assets.

£

### 3. Shares and Bonds

3.1 Did the deceased have any shares and/or bonds/premium bonds in his/her sole name? Please list each payment and amount.

Yes

No

3.2 If Yes, please state the **total** value of the shares/bonds.

£

### 4. Personal effects, vehicles, jewellery or other belongings

4.1 Did the deceased have any personal effects, vehicles, jewellery or other belongings of value?

Yes

No

4.2 If Yes, please state the **total** value of the items.

£

5. Please state any other assets. Please continue in the 'Any other Information' box on page 5 if necessary.

6. Please state the **total** value of all of the deceased's assets.

£

- Applicants should note that the information supplied in this Inventory must be correctly declared as this will affect the fees payable.
- Please note we will require copy correspondence from each asset holder confirming the value of the asset owned as at the date of death.

Copy correspondence enclosed

YES

☐

NO

☐

- One asset holder **MUST** also confirm to us in its correspondence that they require a Guernsey Grant of Probate.

Copy correspondence enclosed confirming a Guernsey Grant is required

YES

☐

NO

☐

- In relation to vehicles, jewellery or other items, we will need a written valuation of each item from an appropriate valuer together with the original log book/certificate of ownership in respect of vehicles.

Written valuations enclosed

YES

☐

NO

☐

N/A

☐

- Each form of correspondence or valuation must be on headed paper and in the deceased's name from each asset holder or valuer and state it is for Probate purposes only. An email is not acceptable but an email attachment on headed paper is acceptable.

Any other information:-

Enclosed documents checklist

	YES	NO	N/A
a) Death certificate (original – to be copied and returned to you or a certified copy)			
b) Original Will (to be retained by the Probate Registry)			
c) Original Codicil(s) (to be retained by the Probate Registry)			
d) Probate/Letters of Administration issued outside the Bailiwick of Guernsey, including translations, if applicable			
e) Other Will(s)			
f) Copy correspondence from each asset holder confirming the value of the asset owned as at the date of death			
g) Confirmation from Guernsey asset holder that <u>Guernsey</u> Probate is required			
h) Written valuations			
i) Passports and utility bills/bank statements of all Executors who will be acting			
j) If relevant, death certificate(s) of any Executor who has died			

Would you rather swear an oath on the Bible or make an affirmation (if attending the Registry in person)?

Oath ☐ Affirmation ☐ Postal oath ☐ (please note how many as more than one may be required if executors live far away from each other)

**DECLARATION:**

I/we confirm that the information and accompanying paperwork is an accurate disclosure in relation to my/our application for a Grant of Representation.

**SIGNED:**

**FULL NAME:**

**DATE:**

Please sign, date and return this form to the Probate Registry (details below) with all accompanying paperwork by post or in person.

Please contact the Probate Registry with any questions and note that Probate Registry staff members are not permitted to give legal advice. Therefore, if you are in any doubt about your rights, you should seek legal advice.

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Office opening hours: Monday to Thursday 09:00 to 13:00; Friday 09:00 to 13:00 – telephone calls only.

## APPENDIX 1

### BAILIWICK OF GUERNSEY PROBATE REGISTRY

#### KNOW YOUR CLIENT DUE DILIGENCE REQUIREMENTS

In order to make an application for Probate, the Registry must have certain information about the applicant. Consequently the following documentation will be required:-

1. certified copy of current passport, national identity card or driving licence which bears the photograph and signature of the individual and has not expired; and
2. certified copy of a current bank statement or an original utility bill e.g. gas, electricity or telephone, which must be dated within the last 3 months. If you have none of these please contact us for guidance.

Please note that it might be necessary to contact you to request additional documentation.

The applicant can either attend at the Registry with the originals of the required documents and copies will be taken or the documents must be certified as follows:

(If they are not certified in the following way, we shall return them to you to arrange appropriate certification)

The certifier must:

- have seen the original documentation (it must have been personally presented by the individual to the certifier);
- where certifying evidence of identity containing a photograph he or she must have met the individual in person and the certifier must confirm the photograph is a true likeness;

**The Certifier shall state:-**

**"This has been certified as a true copy of the original which I have seen and the photograph is a true likeness of [ ]"**

The Certifier should then complete the following on the document [signed, dated, printed name, printed address, professional status, contact email or telephone number]

Acceptable persons to certify evidence of identity include:

- a member of the judiciary, a Jurat of the Royal Court or the Court of Alderney or the S  n  schal or Deputy S  n  schal of Sark.
- an officer of an embassy, consulate or high commission of the country of issue of documentary evidence of identity;
- an individual who is a member of a professional body that sets and enforces ethical standards and which requires its members to have sworn an oath to maintain these standards;
- an advocate, lawyer or notary public who is a member of a recognised professional body;
- an accountant who is a member of a recognised professional body;

Such other person as a Registrar deems acceptable.

If the applicant is a company, limited liability partnership or other entity, please enquire for further information about our requirements.

If you are intending to use an Advocate to make your application for Probate, he or she will deal with the above requirements.

## APPENDIX 2

### Bailiwick of Guernsey Probate Registry

TARIFF established on 1<sup>st</sup> January 1987 (and effective 1<sup>st</sup> January 2024)  
(other than in respect of charges for ancillary documents)

<u>GROSS VALUE of relevant Estate</u> <u>as at date of death</u> <u>(which must be evidenced in sterling and if necessary</u> <u>converted using the exchange rate applicable on the</u> <u>date of death)</u>	<u>Fee</u>
£	£
<b>Assets valued up to £50,000.00</b>	<b>150.00</b>
£50,001.00 - £60,000.00	175.00
<b>£60,001.00 - £70,000.00</b>	<b>200.00</b>
£70,001.00 - £80,000.00	225.00

For amounts over £80,000.00, add for each additional £10,000.00 or part thereof: £50.00.

For Estates over £50,030,000.00, the fee is capped at £250,000.00.

For small Estates with significant documentation we reserve the right to charge a discretionary administration fee.

**Please do not send any fees with your application as the exact fee will be confirmed to you in due course.**

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<b>REGISTRATION CHARGE:</b>	at the rate of £1.00 per page including the Act and any Will and Codicils
<b>CERTIFIED COPIES:</b>	£25.00 for the Act and £1.00 for each page of the Will and any Codicils
<b>PHOTOCOPIES:</b>	£10.00 for the first ten pages (minimum £10.00) and thereafter £1.00 per page
<b>CAVEATS:</b>	£60.00

(a)	Power of Attorney	)	
(b)	Oaths (Executor or Administrator)	)	
(c)	Deed of Renunciation	)	£25.00 each
(d)	Power Reserved Statement	)	
(e)	Other documents as necessary	)	

N.B. EXTRACT of a SINGLE PAGE – minimum charge: £10.00 plus correspondence charge, if any.

#### Notes

- All amounts in this tariff are in pounds sterling. Payment of Registry fees (other than in cash) must be by cheque or banker's draft drawn on a bank in the Channel Islands, the Isle of Man or the United Kingdom, or by sterling electronic transfer (details below)
- If you wish to make a sterling telegraphic transfer, the bank details of the Guernsey Probate Registry are as follows:-
- Bank: LLOYDS BANK
- Account No: 00790800
- Account Name: Guernsey Probate Registry
- Sort Code: 30-93-73
- IBAN: GB90 LOYD 3093 7300 7908 00
- BIC: LOYDGG51001
- When making a payment please ensure that any bank charges are deducted from your end and NOT from the Registry fee payable. Please also ensure the deceased's surname is quoted.
- No Grant of Representation can be issued by this Registry unless the deceased held assets at the date of death in his or her sole name which are within the jurisdiction of the Registry.
- An additional minimum charge of £10 will be added to all invoices where inward postage is insufficient or omitted.