INSTRUCTIONS FOR SEARCH ORDER TO EXAMINE SAFE DEPOSIT BOX

OF A DECEASED PARTY BEING A RESIDENT OF QUEENS COUNTY

The following items must be submitted:

(1) Petition to examine Safe Deposit box (signed and notarized)

(2) Certified Death Certificate (with raised seal)
(If death is more than 30 days)

(3) If Petitioner is Nominated Executor - A copy of the WILL must be submitted.

(4) Order to Examine Safe Deposit Box (One order per. Box)

(5) Filing Fee

Petition	$20.00	
Order	6.00	(Per. Order / per box)
	$26.00	

IF YOU ARE PAYING BY CHECK
IT IS TO BE MADE PAYABLE TO
"CLERK OF THE SURROGATE'S COURT"

Said checks **MUST** BE
NY ATTY. CHECKS or CERTIFIED CHECKS or MONEY ORDER

IF YOU COME IN WITH YOUR PAPERS
WE WILL TAKE CASH

(6) NEED SELF-ADDRESSED ENVELOPE.

Please mail or bring to:

SURROGATE'S COURT
88-11 SUTPHIN BLVD.
ROOM 717
JAMAICA, NY 11435

(7) Please either type the requested information or use black ink pen on the forms.