

Procedure to purchase new or updated certificates to all types of letters

Certificates to letters can be purchased in-person by visiting our Cashier, located on the fifth floor, room 506; or by mailing a request to the New York County Surrogate's Court, 31 Chambers Street, New York, New York 10007, attention: Cashier/Certificates Department.

Before you send us your request, please read and follow these instructions:

1. Write the decedent's full name, including aliases, and estate's index number. Index numbers always start with the year the petition was filed.
2. State the type of letter you wish to purchase, e.g. Preliminary, Testamentary and so forth.
3. Write the number of certificates you wish to order.
4. Multiply the number of letters by 6. The court charges a \$6.00 fee per certificate. Only money orders, bank checks or attorney's checks are accepted. Checks should be made payable to the order of the New York County Surrogate's Court.
5. The certificates are valid for six (6) months.
6. A self-addressed and stamped envelope must be enclosed to mail the certificates you ordered.
7. Envelopes must be large enough to fit all the certificates ordered. More than five (5) certificates require an 8.5" X 11" envelope to keep the certificates in a presentable condition.

**Number of Certificates
or Pages**

**Customers' Own
Envelope Without Postage**

**Court's Envelope
And Postage**

Letter Rate

1 to 5 pages	\$1.00	\$1.50
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Flat Rate (Manila Envelope)

6 to 12 pages	\$2.00	\$2.50
13 to 18 pages	\$3.00	\$3.50
19 to 24 pages	\$3.50	\$4.00
25 to 30 pages	\$4.50	\$5.00
31 to 36 pages	\$5.50	\$6.00
37 to 42 pages	\$6.50	\$7.00
43 to 50 pages	\$7.50	\$8.00

For further questions, please contact our cashier at (646) 386-5006.

