



Surrogate's Court Queens County

Has the Police Department sealed your family member's Queens residence?

What you will need and which offices can help
you access the residence or invoiced property.



IF

The value of the property is \$50,000 or less, **AND**
There is no Will and you are an heir, **OR**
There is an original will and you are named executor in it:

File in

Queens County
Surrogate's Court
Administration Department
88-11 Sutphin Blvd. 7th Fl.
Jamaica, NY 11435

Email:
qnsurr-admin@nycourts.gov

Required Court Application

Small Estate Affidavit*

**nycourts.gov/courthelp/diy/
smallestate.shtml*

Necessary Documents

- Original certified death certificate.
- Original Will, if any.
- Police property voucher(s), if any.

IF

The value of the property is more than \$50,000, **AND**
There is no Will and you are an heir:

File in

Queens County
Surrogate's Court
Administration Department
88-11 Sutphin Blvd. 7th Fl.
Jamaica, NY 11435

Email:
qnsurr-admin@nycourts.gov

Required Court Application

Petition for Letters of Administration*

**nycourts.gov/forms/surrogates/
administration.shtml*

Necessary Documents

- Original certified death certificate.
- Police invoice/voucher(s), if any.

IF

The value of the property is more than \$50,000, **AND**
There is a Will and you are named in it:

File in

Queens County
Surrogate's Court
Probate Department
88-11 Sutphin Blvd. 7th Fl.
Jamaica, NY 11435

Email:
qnsurr-probate@nycourts.gov

Required Court Application

Petition for Probate*

**nycourts.gov/forms/surrogates/probate.shtml*

Necessary Documents

- Original certified death certificate.
- Decedent's Original Will.

IF

You **DO NOT** have a death certificate **AND/OR**
You need to search the sealed residence or safe deposit
box:

File in

Queens County
Surrogate's Court
Miscellaneous Department
88-11 Sutphin Blvd. 7th Fl.
Jamaica, NY 11435

Email:
qnsurr-misc@nycourts.gov

Required Court Application

Petition to Search Premises*

**nycourts.gov/courts/11jd/surrogates/index.shtml*

Petition to Open Safe Deposit Box*

**nycourts.gov/forms/surrogates/misc.shtml*

Necessary Documents

- Copy of police property invoice or
incident report.

IF

You are not an heir or named in a Will **AND**
There are no family members willing or able to administer
the estate **OR** there are no known heir(s):

Contact

Queens Public Administrator
88-11 Sutphin Blvd. 6th Fl.
Jamaica, NY 11435

Phone:
(718) 526-5037

Necessary Documents

Report of Death.

For more information, contact Queens
County Public Administrator's Office.

What counts as part of the estate? Assets / property in the decedent's
name without a joint owner or named beneficiary.

How do I file the application? E-File (<http://nycourts.gov/efile>); Express
mail or by mail.

What will I receive when my application is complete? Certificates of Vol-
untary Administration, Letters of Administration or Testamentary, authoriz-
ing you to retrieve the property / get unrestricted access to the residence.

Who are the heirs? [Nearest group only, in order]

- | | |
|--|--|
| 1) Spouse, children, descendants of prede-
ceased children. | 4) Grandparents |
| 2) Parents | 5) Aunts-uncles, children of predeceased
aunts-uncles (first cousins) |
| 3) Siblings, descendants of predeceased sib-
lings | 6) Children of predeceased first cousins
(first cousins once removed) |