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
NEED OTHER PROOF OF DEATH If death is LESS 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

(6) Self-addressed **stamped** return envelope.

(7) Forms must be typed, or neatly handwritten using black ink.

Counsel must submit by e-file.

If you do not have an attorney, you can mail or deliver the papers to:

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