



# Surrogate's Court Richmond County *(Staten Island)*

**Has the Police Department sealed  
your family member's Staten Island  
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

Richmond County  
Surrogate's Court  
18 Richmond Terrace, Rm. 201  
Staten Island, NY 10301

Phone:  
(718) 675-8508

### 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

Richmond County  
Surrogate's Court  
18 Richmond Terrace, Rm. 201  
Staten Island, NY 10301

Phone:  
(718) 675-8508

### 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 the executor named in the Will:

### File in

Richmond County  
Surrogate's Court  
18 Richmond Terrace, Rm. 201  
Staten Island, NY 10301

Phone:  
(718) 675-8508

### Required Court Application

Petition for Probate\*  
*\*nycourts.gov/forms/surrogates/probate.shtml*

### Necessary Documents

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

# IF

You have a death certificate **AND/OR**  
You need to search a sealed residence or safe deposit box.

### File in

Richmond County  
Surrogate's Court  
18 Richmond Terrace, Rm. 201  
Staten Island, NY 10301

Phone:  
(718) 675-8508

### Required Court Application

Petition to Search Premises\*  
*\*nycourts.gov/courts/1jd/surrogates/index.shtml*

Petition to Search Safe Deposit Box\*  
*\*nycourts.gov/forms/surrogates/misc.shtml*

### Necessary Documents

- Copy of police property invoice, incident report, or funeral bill.

# 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

Richmond Public Administrator  
130 Stuyvesant Place, 4th Fl.  
Staten Island, NY 10301

Phone:  
(718) 876-7228

### Necessary Documents

- Report of Death.

For more information, contact Richmond 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?** In person (recommended) before 3:30 PM; by a 3rd party on your behalf; or by mail.

**What will I receive when my application is complete?** Certificates of Voluntary Administration, Letters of Administration or Testamentary, authorizing 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 predeceased children. | 4) Grandparents   |
| 2) Parents  | 5) Aunts-uncles, children of predeceased aunts-uncles (first cousins) |
| 3) Siblings, descendants of predeceased siblings          | 6) Children of predeceased first cousins (first cousins once removed) |