

EXEMPLIFICATIONS
Queens County Surrogate's Court
88-11 Sutphin Boulevard, Jamaica N.Y. 11435
Email: qnssurr-exemp@nycourts.gov

Authorized Persons:

Exemplifications may only be requested by a fiduciary of the estate in question, meaning the administrator, executor, or attorney of record, or an agent of such with written permission signed by the fiduciary. Please submit exemplification requests from an authorized fiduciary, by mail, to the address above, with the requisite payment. Include the name of the decedent and the file number for the case.

Jurisdiction:

Please notify the Queens County Surrogate's Court of the state or country, and the court to which the exemplified documents will be sent. Exemplifications (also known as authentications) are granted for use in other states or countries. They enable fiduciaries appointed in New York State to carry out proceedings in other states or countries where a decedent had property, but was not domiciled. Note that for foreign jurisdictions, an apostille from an agency of your choosing will also be necessary after receiving exemplified documents.

Fees:

Each exemplification incurs a \$20 fee plus \$6 per page for each document requested. Payment must be submitted with requests in the form of a cashier's check from a New York bank, an attorney's check from a New York bank, or a postal money order, and made payable to the Queens County Surrogate's Court. Payments may also be done on the website for the New York State Courts Electronic Filing system (NYSCEF) with a Visa or MasterCard credit card. (NO CASH or PERSONAL CHECKS will be accepted.) Typical documents requested are Decrees, Letters, Petitions and Wills. If other proceedings and proofs are required, they must specifically be requested. Please see the example below for cost calculations.

Example:

Decree-	1 page	\$6
Letter-	1 page	\$6
Petition-	5 pages	\$30
Will-	8 pages	\$48
Exemplification Fee	-----	\$20
TOTAL:		\$110

Documents Not Included in Exemplified Packets:

- Death Certificates
- Birth Certificates
- Marriage Certificates
- Divorce Decrees
- Other Courts' Judgments
- Court Record Sheets
- Court Worksheets
- Cover Pages
- Proposed Decrees
- Proposed Citations
- Incorrect Documents
- Incomplete Documents

Postage:

All exemplified documents will be sent via mail. There is no pick-up available. Please provide a large, trackable, self-addressed, stamped envelope to have the exemplified documents mailed. Envelopes must have a tracking number. Be sure to include sufficient postage to accommodate the number of pages being requested, including the additional cover page, signature page, and binding that the court will provide. Send the request, payment and envelope to the address above with the words "ATTENTION EXEMPLIFICATION" written on the mailing.