

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

(For Voluntary Administration Certificates, Contact the Administration Department at (646) 386-5005)

Certificates to letters can be purchased in-person by visiting 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 (file) number. Index (file) 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 and estate checks are accepted. Checks should be made payable to the order of the New York County Surrogate’s Court.
5. A self-addressed and stamped envelope must be enclosed to mail the certificates you ordered.
6. 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**

**Court’s Envelope
And Postage**

Letter Rate

1 to 5 pages	\$2.00
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Flat Rate (Manila Envelope)

6 to 12 pages	\$3.00
13 to 24 pages	\$4.00
25 to 30 pages	\$5.00
31 to 36 pages	\$6.00
37 to 42 pages	\$7.00
43 to 50 pages	\$8.00

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

Cashier, Room 506

(646) 386-5006

Hours of operation: 9 a.m. – 4 p.m., Monday – Friday, closed on holidays

Forms of payment:

Attorney Checks

Bank Checks

Money Orders

Estate Checks

Cash (exact amount in person only, do not mail cash)

Visa/MasterCard, Discover (only in person, with a photo ID)

No personal checks

Each estate requires separate payment

Payable to New York County Surrogate's Court

For Certificates requested by mail – (send to cashier, room 506)

Certificates of letters are \$6 each

Indicate the index (file) number, estate name, and type of letters (testamentary, administration, trusteeship, preliminary, etc.)

Enclose a stamped, self-addressed envelope, sized 8.5" x 11" with sufficient postage

All prepayments of certificates of letters must include a large, stamped, self-addressed envelope or purchase one from the cashier.

For certified or exemplified (authenticated) court documents: - (send to record room, room 402)

Certified documents are \$6 per page

Exemplified documents are \$6 per page, plus \$20 exemplification fee

Indicate the index (file) number, estate names, and list each document needed as well as the number of pages of each, then total the number of pages

Only original court documents can be requested, not the death certificate, funeral bills, correspondence, or exhibits

Enclose a stamped, self-addressed envelope, sized 8.5" x 11" or larger with sufficient postage

For Apostille:

Request exemplified documents with original signatures

Once completed, bring exemplified documents to:

60 Centre Street, Basement (County Clerk)

123 William Street, 19th Floor (New York State Department of State)

Requests for certificates, certified and exemplified copies to be mailed, **must be** accompanied by a self-addressed stamped envelope, large enough to accommodate your request.

The following postage is required (if you are providing the envelope):

<u># of pages</u>	<u>Postage needed</u>
1-2	\$.45

MORE THAN THREE CERTIFICATES REQUIRE AN 8.5"X11" LARGE ENVELOPE DUE TO THE THICK AND HEAVY PAPER USED.

3-6	\$1.10
7-11	\$1.27
12-16	\$1.61
17-22	\$1.78
23-27	\$2.12
28-32	\$2.29
33-37	\$2.45
38-42	\$2.80
43-47	\$2.97
48-52	\$3.31
53-57	\$3.48
58-62	\$3.65
63-100	\$6.37

ALL EXEMPLIFICATIONS MUST HAVE AN 8.5" X 11" ENVELOPE AND ADD \$1 POSTAGE TO COVER THE ADDED PACKAGE

**NO PERSONAL CHECKS
EACH ESTATE REQUIRES SEPARATE PAYMENT**

**ACCEPTED: ATTORNEY CHECKS
 BANK CHECKS
 MONEY ORDERS
 ESTATE CHECKS**

**PAYABLE TO:
NY COUNTY SURROGATE'S COURT**