

## Request a Probate Record

Complete record request and forward to address listed below with payment.

### Requestor

Identify party making Estate record request.

Note: If requesting a **Certified** or **Exemplified** copy, requestor must be the listed on the record as the personal representative or attorney.

1

Name

Mailing address

Email

Phone

### Record type

Identify type of record needed, quantity, along with identifying decedent information.

Note:  
**Regular copy** not for official use. **Certified records** are accepted in all PA counties. **Exemplified records** are necessary for out of county/state assets.

2

Decedent's name:

Decedent's date of death:

Social Security # (If known):

Estate file # (If known):



REGULAR COPY



CERTIFIED COPY

(Only Personal Rep./Attorney of record can request)



EXEMPLIFIED COPY

(Only Personal Rep./Attorney of record can request)

## Instructions

Submit your completed request in hard copy to the following address:

Office of The Register of Wills  
Attention: Research Unit  
City Hall, Room 180  
Philadelphia, PA 19107

Make sure to include:

- Completed request form
- Self-addressed stamped envelope
- \$20 money order for research (All money orders are to be made payable to: The Register of Wills)

### WHAT HAPPENS NEXT

The processing time for a record request is 7 to 10 business days. A representative will contact requestor to notify them of contents included in record. Requestor can make selections at time of contact and will later receive invoice to pay for their request.

If **no record** is found, requestor will be notified by letter.

If you have any additional questions, please contact our Estate Services Unit at 215-686-6282 or [estate.research@phila.gov](mailto:estate.research@phila.gov).