

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.





Surrogate's Court | Richmond County 18 Richmond Terrace Staten Island, NY 10301



The value of the property is \$30,000 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.



The value of the property is more than \$30,000, **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.



The value of the property is more than \$30,000, **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*
- *ny courts. gov/forms/surrogates/probate. shtml

Necessary Documents

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



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.



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.

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]

- Spouse, children, descendants of predeceased children.
- 2) Parents
- 3) Siblings, descendants of predeceased siblings
- 4) Grandparents
- Aunts-uncles, children of predeceased aunts-uncles (first cousins)
- Children of predeceased first cousins (first cousins once removed)