



Circuit Court of Henry County
Jennifer Ashworth, Clerk
3160 Kings Mountain Road, Suite B
Martinsville, VA 24112
276-634-4880



APPLICATION FOR PROBATE APPOINTMENT

Your ID, the *original* will (if there is one) and the death certificate or proof of death must be brought in along with this application to your appointment. Fees and taxes are due the day of your appointment.

APPLICANT INFORMATION

Please fill out the following for the person making the request and coming to the appointment.

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email Address: _____

Relationship to the decedent: _____

Have you ever been convicted of a felony? Yes No

If yes, what was the charge? _____

By signing this form, you are acknowledging that the information provided hereafter is true and accurate to the best of your belief.

Signature: _____ Date: _____

DECEDENT INFORMATION

Please fill out the following for the person who has passed away.

Full Name: _____ SSN: _____

Address at Time of Death: _____

City: _____ State: _____ Zip: _____

Marital Status: Married Widowed Divorced Single/Never Married

Date of Birth: _____ Date of Death: _____ Age at Death: _____

If there is a will - _____ Number of Pages: _____ Date of Will: _____



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ASSET INFORMATION

Personal Property

List below any personal assets (not including real estate) owned by the decedent *alone*. Please include vehicles, bank accounts, insurance policies, and investment accounts that *do not* have right of survivor(ship), beneficiaries, or transferrable/payable on death.

If you are unsure whether an account has a joint owner or beneficiary, please contact the bank prior to your appointment. If they will not talk to you, then you are most likely not on the account. Please note that Power of Attorney access is not valid after death.

Business Interest

If the Decedent owned or had any interest in a business or LLC, please list it here:

Business/LLC	Value/Interest Owned



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Real Estate

If the Decedent owned any real estate *in Henry County*, please list it here:

If the Decedent owned any *other real estate in the state of Virginia*, please list it here:

If the Decedent owned any real estate *outside of Virginia*, please list it here:



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HEIRS AT LAW

Regardless of whether there is a will, a decedent's heirs at law *must* be identified and listed during your probate appointment. This list is the bloodline of the person who has passed and is to be compiled according to Code of Virginia [§ 64.2-200](#) which, in brief, goes as follows:

1. The surviving spouse.
 - a. If the decedent has biological/adopted children with someone other than this spouse, all the decedent's children must be listed as well.
2. If no spouse, then the decedent's children and (if a child has passed) their descendants/children.
3. If no spouse or children, then the decedent's parents or surviving parent.
4. If no spouse, children, or parents, then the decedent's siblings and (if a sibling has passed) their descendants/children.
5. If none of the above, see A5 of Code of Virginia [§ 64.2-200](#).

As an example, here are the heirs for a person who was divorced when they passed away:

Name	Address	Relationship to Decedent	Age
Jane Doe	3160 Kings Mtn Rd, Martinsville, VA	Daughter	48
Jill Doe	Deceased leaving two heirs	Daughter	Dec.
John Doe	1234 Main St, Collinsville, VA	Grandson	22
Jack Doe	3160 Kings Mtn Rd, Martinsville, VA	Grandson	15
Joseph Doe	Deceased leaving no heirs	Son	Dec.

Please list the name, address, relationship to the decedent, and age for each heir below.



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