

## MINOR INFORMATION FORM Fairfax Circuit Court

If a minor is between the ages of 14 and 17 years old and does not accompany the Guardian(s) being appointed to manage his or her property, a notarized statement from the minor is necessary. Please contact the Probate Division of the Fairfax Circuit Court at 703-246-4153 for more information.

Fiduciary Number: FI- \_\_\_\_\_

1. A: Minor's full name: \_\_\_\_\_

Residence address: \_\_\_\_\_

Age & Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

B: Minor's full name: \_\_\_\_\_

Residence address: \_\_\_\_\_

Age & Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

C: Minor's full name: \_\_\_\_\_

Residence address: \_\_\_\_\_

Age & Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

2. Qualification requested:  Guardian of a Minor's Property  Other \_\_\_\_\_

**NOTE: If the person seeking appointment is **NOT a Virginia resident**, you will need a Virginia resident to either co-qualify as executor/administrator or to be appointed as the resident agent. If the Virginia resident will co-qualify with you, they must appear on the Webex appointment. If the Virginia resident is just going to serve as your resident agent you must mail to us (before the appointment) a completed, notarized Resident Agent form. Please use the form entitled *Appointment of Resident Agent by Nonresident Fiduciary Form* located on the Fairfax Circuit Court's website at:**

<https://www.fairfaxcounty.gov/circuit/sites/circuit/files/assets/documents/pdf/appointment-of-resident-agent.pdf>

3. Name, address & telephone number for ALL PERSONS seeking appointment:

A. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Evening Telephone #: (    ) \_\_\_\_\_ Day Telephone #: (    ) \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Relationship to minor(s), if any: \_\_\_\_\_

B. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Evening Telephone #: (    ) \_\_\_\_\_ Day Telephone #: (    ) \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Relationship to minor(s), if any: \_\_\_\_\_

4. Does an attorney represent the Guardian?     Yes             No

If yes, please state the name, address and telephone number of the attorney:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Value of Virginia real estate:            \$ \_\_\_\_\_

Value of the personal property:            \$ \_\_\_\_\_

Total Value of the entire estate:        \$ \_\_\_\_\_

6. Source of Minor's estate (lawsuit, inheritance, etc.): \_\_\_\_\_

**INFORMATION TO BE FURNISHED BY EACH PERSON SEEKING QUALIFICATION. IF THE JUDGE IS THE APPOINTING AUTHORITY, THE INFORMATION MUST BE PROVIDED TO THE COURT.**

7. Are you a person under a disability? (See Instructions)             Yes             No

8. Have you ever been convicted of a felony?             Yes             No

9. Have you ever filed for bankruptcy?             Yes             No

10. Are you now, or have you ever been, an attorney at law in Virginia or elsewhere?             Yes             No

(If yes, and you do not now possess an active license from the Virginia State Bar, explain the details on a separate sheet of paper.)

I (we) hereby certify that to the best of my(our) knowledge and belief this is an accurate statement of facts, and I (we) acknowledge a continuing duty to report any later discovered errors or inconsistencies to the Clerk of Court.

\_\_\_\_\_  
Date                                  Printed Name of Requesting Person                  Signature of Requesting Person

\_\_\_\_\_  
Date                                  Printed Name of Requesting Person                  Signature of Requesting Person

## INSTRUCTIONS: MINOR INFORMATION FORM

**General:** This form provides the Court or Clerk of Court with the information necessary to appoint and qualify fiduciaries for minors. If you have any questions, you should call the Probate Division of the Fairfax Circuit Court at (703) 246-4153. If you are unable to complete this form, a Probate Clerk will assist you. **Please call the Probate Division to schedule an appointment before you visit to the courthouse.** Please complete as much of this form as possible before your appointment.

**Requirement of Surety Bond:** All fiduciaries must enter into a bond. Unless the surety on the bond is waived by a Court Order, a will or a specific Code provision, every fiduciary must post a surety bond with the Probate Division of the Clerk's Office. This is normally done by purchasing a surety bond from an insurance company and paying for it with estate assets. **You should contact a bonding company in advance to expedite your appointment.** A list of bonding companies that provide fiduciary bonds is provided below. If you choose a company that is not on the list, please be advised that the agent must accompany you to your appointment.

**Line 1:** For each minor, state the full name, residence address, date of birth, age and place of birth.

**Line 2:** If you are unsure of the type, leave it blank until you talk to the Probate Clerk.

**Line 5:** Because of the difficulty in determining exact values at the time of qualification, the clerk will accept a reasonable estimate of the fair market value of the minor's personal property. If you do not know the actual value of the real property, you may use the local real estate tax assessed value. In addition to including all property in the traditional sense, you must also include the value of (i) any periodic payments of money to which the minor is entitled (such as Social Security Income, Veteran's benefits, etc.); and (ii) the minor's legal and equitable ownership interest in any real or personal property that will pass to another at the minor's death by a means other than testate or intestate succession (such as property owned in any survivorship form with another person, an interest in a trust fund, etc.).

**Line 7:** A person under a disability as defined in Virginia Code [§8.01-2](#) is not eligible to qualify. You are considered to be under a disability if (1) you have been convicted of a felony and are still in prison; (2) you are under 18 years of age; (3) you are an incapacitated person as defined in Virginia Code [§64.2-2016](#); (4) you are an incapacitated person as defined in Virginia Code [§37.2-100](#); or (5) you are an incapacitated person as defined in Virginia Code [§64.2-2000](#).

**Lines 8-10:** A "yes" answer does not automatically disqualify a person from serving. Each case must be decided on individually based on its specific facts.

### Bonding Companies:

Clarke & Sampson	Phone: (703) 683-6601
Grimes Insurance Agency	Phone: (703) 385-2778
Rasnake Insurance Company	Phone: (703) 273-5038
Roseberry & Foster Bonding Company	Phone: (703) 273-4300