

**IN THE CIRCUIT COURT OF FAIRFAX
MINOR INFORMATION FORM**

(For appointment of guardian, trustee or curator)

PLEASE PRINT CLEARLY

Fiduciary Number _____

1. A: Minor's full name: _____

Residence address: _____

Date of birth: _____ Age: _____ Place of birth: _____

B: Minor's full name: _____

Residence address: _____

Date of birth: _____ Age: _____ Place of birth: _____

C: Minor's full name: _____

Residence address: _____

Date of birth: _____ Age: _____ Place of birth: _____

D: Minor's full name: _____

Residence address: _____

Date of birth: _____ Age: _____ Place of birth: _____

2. Qualification requested: Guardian/Minor's Property Curator

Guardian/Minor's Person Trustee

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

A. Name: _____

Address: _____

Home phone: (_____) _____ Work phone: (_____) _____

Email: _____

Employer: _____

Work address: _____

Relationship to minor(s), if any: _____

B. Name: _____

Address: _____

Home phone: (_____)_____ Work phone: (_____)_____

Email: _____

Employer: _____

Work address: _____

Relationship to minor(s), if any: _____

C. Name: _____

Address: _____

Home phone: (_____)_____ Work phone: (_____)_____

Email: _____

Employer: _____

Work address: _____

Relationship to minor(s), if any: _____

If the person seeking appointment is NOT a Virginia resident, a Virginia resident will need to accompany the person qualifying or bring a completed, notarized Resident Agent form to the appointment. If the resident agent is unable to accompany/appear at the appointment, then bring 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/probate/forms>

If the minor is between the ages of 14 and 17 and does not accompany the proposed Guardian(s) to the appointment, you must provide a NOTARIZED statement from the minor, approving the appointment of the Guardian. Please contact the Probate Division at 703-246-4153 for more information.

4. Attorney's name: _____

Attorney's address: _____

Attorney's phone number: _____

Attorney's Email: _____

5. Value of the real estate (see instructions): \$ _____

Value of the personal property (see instructions): \$ _____

Total Value of the entire estate (see instructions): \$ _____

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

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

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INFORMATION TO BE FURNISHED BY EACH PERSON SEEKING APPOINTMENT.

7. Are you a person under a disability? (See Instructions for explanation.) 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 and 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.

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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. Please complete as much of this form as possible before you see the Clerk. If you are unable to complete this form, a Probate Clerk will assist you. If you have any questions, you should contact the Probate Division of the Fairfax Circuit Court Clerk's office at (703) 246-4153. **Please call the Clerk's office to schedule an appointment before you go to the courthouse.**

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 Clerk. This is normally done by purchasing a surety bond from an insurance company and paying the bond premiums with estate assets. **You should contact a bonding company prior to your appointment to expedite the qualification process.** A list of companies that execute fiduciary bonds is provided below. If you choose a company not on the list, please be advised that the company must have a power of attorney recorded in the Land Records Division of the Fairfax County Circuit Court.

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 Fiduciary 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 its assessed value for local real estate tax purposes. 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 § 8.01-2 is not eligible to qualify. Va. Code §64.2-502. 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 Va. Code §64.2-2000; (4) you are an incapacitated ex-service person under Va. Code §64.2-2016; or (5) you are determined to be incapable of taking proper care of your person, incapable of properly handling and managing your estate, or otherwise unable to defend your property or legal rights because of age or temporary or permanent impairment, whether physical, mental, or both, including substance abuse as defined in Va. 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:

Grimes Insurance Agency

Phone: (703) 385-2778

Rasnake Insurance Company

Phone: (703) 273-5038

Roseberry & Foster Bonding Company

Phone: (703) 273-4300