

ADULT INFORMATION FORM – Fairfax Circuit Court

Fiduciary Number FI-_____

1. Ward's full name: _____

2. Ward's residence address (street, city, state): _____

3. Ward's date of birth: _____ Ward's place of birth: _____

4. Marital Status: _____

5. Qualification requested: Guardian Conservator Other _____

6. Civil Action Number: _____ (The number stamped on the Petition for the Appointment of a Guardian and/or Conservator.)

If the person seeking appointment is **not a Virginia resident**, then bring a Virginia resident with you to your appointment to be appointed as the resident agent. 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/sites/circuit/files/assets/documents/pdf/trust-information-form.pdf>

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

A. Name: _____

Address: _____

Evening Telephone #: () _____ Day Telephone #: () _____

Email address: _____

Employer: _____

Work Address: _____

B. Name: _____

Address: _____

Evening Telephone #: () _____ Day Telephone #: () _____

Email address: _____

Employer: _____

Work Address: _____

7. Does an attorney represent the Fiduciary? Yes No

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

8. Value of the Virginia real estate: \$ _____

Value of the personal property: \$ _____

Total Value of the entire estate: \$ _____

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

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

9. Are you a person under a disability? (See instructions) Yes No

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

11. Have you ever filed for bankruptcy? Yes No

12. 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

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INSTRUCTIONS: ADULT INFORMATION FORM

General: This form provides the Clerk of Court with the information necessary to qualify fiduciaries for adults who have been determined by the court to be incapacitated or for adults who are presently incarcerated. If you have any questions, you should contact the Probate Division of the Fairfax Circuit Court at (703) 246-4153. **Please contact the Probate Division to schedule an appointment before you visit to the courthouse or on Fridays, proceed to the Probate Division directly after the Order is signed.** Please complete as much of this form as possible before you see the Probate Clerk. If you are unable to complete this form, the Probate Clerk will assist you.

Line 1: State the ward's full name including any aliases and maiden name, if applicable.

Line 5: If you are unsure of the correct type of qualification, leave it blank until you speak with a Probate Clerk

Line 8: 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 person's personal property. If you do not know the actual value of the person's real property, you may use its 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 person is entitled (such as Social Security Income, veteran's benefits, etc.); and (ii) the person's legal and equitable ownership interest in any real or personal property that will pass to another at the incapacitated person'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 created by the incapacitated person or another, etc.).

Line 9: 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 10-12: A "yes" answer does not automatically disqualify a person from serving. Each case must be decided on individually based on its specific facts.