

## Checklist: Items Needed for Your Virtual Probate Appointment at the Fairfax Circuit Court

- Original Will & Codicils, if applicable.** (Copies are uploaded to ShareFile for review. Originals are sent by mail, with a tracking number. The Will and Codicil(s) are retained by the Clerk.)
- Certified copy of the death certificate.** (A copy is uploaded to ShareFile for review. A certified copy is sent by mail, with a tracking number. The certified copy is returned to you.)
- Probate Information Form** (Completed form is uploaded to ShareFile for review. The form is available on our [website](#).)
- Approximate value of any solely held asset(s)** (Assets include real estate and personal property. Include on the values on Probate Information form, as directed.)
- Names, ages & addresses of the heirs-at-law.** (These are the decedent's closest relatives, pursuant to [§64.2-200](#). They may be different than the Will's beneficiaries.)
- Valid photo identification**
- Payment in the form of Visa or MasterCard for probate tax & fees.** (There is a 4% service fee for each credit card transaction.)
- If you need to serve as the personal representative of the estate and you aren't a Virginia resident, please call the Probate Division.**
- If the decedent died in a nursing home, provide the address of the decedent's residence prior to entering the nursing home on the Probate Information Form.**

