

Changes to the process for obtaining Grants of Probate and Letters of Administration

This September will see a significant change in the manner in which applications for Probate or Administration are made in the Probate Office and the District Probate Registries.

The new process will allow Solicitors and personal applicants to submit their Revenue Affidavit online. The changes to the current process are outlined below:

1. Solicitors and personal applicants for probate will firstly be required to go to www.revenue.ie and log in to ROS or myAccount to complete and submit to Revenue a new online version of the Inland Revenue Affidavit. The new form is called the Statement of Affairs (Probate) Form SA.2.
2. When this application stage is completed and submitted electronically, a Revenue acknowledgement document will auto-generate for the applicant. This document is called the Notice of Acknowledgement (Probate). This will contain headline information from the application for use by the Probate Office.
3. An applicant must print this acknowledgement and submit it to the Probate Office, along with other required papers in order to obtain a Grant of Probate or Letters of Administration.

Once the online form goes live, the Probate Office will only accept new applications that include Revenue's acknowledgment document. There will be no option available to submit a Revenue Affidavit to the Probate Office for approval.

Information on the new process and the online application will be provided by both Revenue and the Courts Service in the coming weeks on their respective websites.