



An tSeirbhís Chúirteanna  
Courts Service

**FORM PAS2:  
APPLICATION TO THE PROBATE OFFICE  
(POSTAL APPLICATIONS incl. DX) RULES OFFICE APPLICATIONS ONLY**

- This form must accompany **all** applications.
- If the form is incomplete the office may not be able to process the application.
- Where a number of applications are submitted together a separate form must accompany each one.
- Ensure each application is accompanied by the correct amount of stamp duty – see website for fees.
- Enclose copies of original documents where copies are required for service or your own records.

**Address your application to:**

**Rules Office, Probate Office, Courts Service, Phoenix House, Smithfield, Dublin 7.**

Name of deceased	
Date of death	
Address of deceased	
Name of the applicant	
Original will enclosed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did a query letter issue previously in respect of this application?:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If query letter previously issued, confirm copy query letter is enclosed:	Yes <input type="checkbox"/>

Type of Application	Tick below	Fees enclosed - enter amount	Office use
Court application	<input type="checkbox"/>	€	
Probate Officer order	<input type="checkbox"/>	€	
Caveat (with copy death certificate)	<input type="checkbox"/>	€	
Warning	<input type="checkbox"/>	€	
Appearance to warning	<input type="checkbox"/>	€	
Consent to set aside caveat	<input type="checkbox"/>	€	
Citation (with affidavit)	<input type="checkbox"/>	€	
Appearance to citation	<input type="checkbox"/>	€	
Notice of intention to apply	<input type="checkbox"/>	€	
Withdrawal of caveat/ notice of intention/ application	<input type="checkbox"/>	€	
Subpoena (with affidavit)	<input type="checkbox"/>	€	
Other - please specify:	<input type="checkbox"/>	€	

Application submitted by:	Solicitor <input type="checkbox"/>	Agent <input type="checkbox"/>	Personal Applicant (acting without a solicitor) <input type="checkbox"/>
In the event of your application being queried:			
▪ Return documents by post to:	Solicitor <input type="checkbox"/>	Personal Applicant <input type="checkbox"/>	
▪ Return documents by DX to:	Solicitor <input type="checkbox"/>		
▪ Documents are to be collected by	Solicitor <input type="checkbox"/>	Personal Applicant <input type="checkbox"/>	Agent <input type="checkbox"/>

Contact details	Solicitor/Personal Applicant (complete in all cases)	Agent (complete only if agent box ticked)
Name		
Address		
Contact name		
Email		
Phone number		
DX number		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_