

**INSTRUCTIONS FOR COMPLETING AN AFFIDAVIT OF HEIRSHIP**  
**(complete in Black or Blue Ink only, print clearly)**

An Affidavit of Heirship provides the Surrogate's Court with information about the decedent's family. It is used when there is only one distribute (heir) listed in the application and as requested by the Court

The Affidavit of Heirship **must** be completed by a disinterested person (this person should not be one of the persons to inherit from the estate). The person completing the form must have known the deceased person for at least **10 years** and **cannot** be the spouse or the child(ren) of the Petitioner (person filing).

**ANSWER EACH QUESTION ON THE FORM**

**Notary Section: State and County** = where this document is being notarized. **MUST BE COMPLETED BY THE NOTARY PUBLIC, not by the person completing the form. This tells the court where the person signing was physically located when their signature was witnessed by the notary public.**

**Estate** = Name of the Deceased person

**I, =** Your Name (should be the same as your unexpired ID when you appear before the notary)

**Address and Telephone Number**

The number of years you knew the deceased (**must be at least 10 years**)

Your **relationship** to deceased and their **full name**.

**Question #1**

The basis should include a short summary about the personal relationship that you shared with the decedent (i.e. quality time spent with the decedent, shared conversations and life events such as parties, holidays, family functions etc.)

**Question #2**

- a) if there is a spouse list the full name of the spouse. If none, state **NONE**.
- b) if there is a child list the full name of the child. If none, state **NONE**.
- c) if there is an adopted child list full name of the adopted child. If none: State **NONE**.

Note, step-children should not be listed.

**Question #3**

The full name of each parent must be listed. If exact date of death is unknown, state when the parent died if before, state pre-deceased or after, state post-deceased.

**Question #4**

List the full name of sister or brother, if alive. If any sibling(s) died, then include their children's full name (niece or nephew). Siblings include whole or half-siblings, do not include step-siblings unless they were adopted.)

**Questions #5**

Full name of decedent's grandparents on both sides (maternal and paternal). If deceased, state **NONE**. If not known, state **UNKNOWN**.

**Questions #6**

Full name of decedent's aunts or uncles. If deceased, state **NONE**. If not known, state **UNKNOWN**.

**Question #7**

State **NONE**, unless the cousin is the only living heir.

AFFIDAVIT OF HEIRSHIP

State of \_\_\_\_\_  
County of \_\_\_\_\_

Estate of \_\_\_\_\_  
File No. \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, depose and says:

That I reside at \_\_\_\_\_  
and my daytime telephone number is (\_\_\_\_) \_\_\_\_\_

That I knew the decedent for \_\_\_\_\_ years, and was a  
(at least 10 years)  
\_\_\_\_\_ of \_\_\_\_\_,  
deceased.  
(sister, friend, neighbor) (name of deceased)

1. The basis of my information of the family tree of the decedent is as follows (examples: conversations with decedent or decedent's family members, visits, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please tell us about the following:

- a. Does the decedent have a spouse who is still alive?  
If yes, list name, and if none, state none:

\_\_\_\_\_  
\_\_\_\_\_

- b. List name(s) of any child or children, child or children of predeceased child or children including marital or non-marital child or children and if none, state none:

\_\_\_\_\_  
\_\_\_\_\_

- c. List any child or children of the decedent that was/were adopted by persons related to the decedent, and if none, state none:

\_\_\_\_\_  
\_\_\_\_\_

3. List names of Mother and Father, if deceased, state date of death:

\_\_\_\_\_  
\_\_\_\_\_

4. List names of any sisters and/or brothers either of whole or half-blood, or children of predeceased sisters and/or brothers, if none, state none: (if niece or nephew or grandniece or grandnephew, list name of predeceased sister or brother and name of predeceased niece or nephew)

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5. List names of any decedent's paternal grandmother or paternal grandfather (father's parents) and maternal grandmother or maternal grandfather (mother's parents), if none, state none: (must attach family tree table or diagram)

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6. List names of aunts or uncles, and child or children of predeceased aunts or uncles, (first cousins), if none, state none: (must attach family tree table or diagram)

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7. First cousins once removed: (children of first cousins) (must attach family tree table or diagram)

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\_\_\_\_\_  
Signature

Sworn to before me this

\_\_\_ day of \_\_\_\_\_, \_\_\_\_

\_\_\_\_\_  
Notary Public

Expiration date:

Stamp or Seal