

Instructions for NOTICE TO CONSUL GENERAL

(FORM A-5)

❖ When foreign consuls are granted powers by treaty to protect their citizens' interests in estate matters, the court requires that a Notice to Consul General be sent to such consuls (Uniform Rule 207.21).

❖ In an Administration Proceeding, this Notice is **only necessary** if:

- 1) the **decedent** was not a US Citizen
OR
- 2) the decedent has **distributees (heirs)** who are not US Citizens

❖ To properly notify the Consul General of a particular country, please do the following:

- 1) Complete the Notice to Consul General (Form A-5):
 - a. Insert the decedent's name(s) in the caption.
 - b. If an Administration Petition has already been filed, insert the file number in the upper right-hand corner.
 - c. Insert the date the Administration Petition was filed, or will be filed, in the space provided.
 - d. If the decedent was a non-US citizen, indicated the decedent's country of citizenship at (a).
 - e. If a decedent's distributee (heir) is a non-US Citizen, provide the distributee's (heir's) name, address, and country of citizenship at (b).
 - f. Include the address and telephone number of petitioner's attorney, or if none, that of the petitioner, where provided.
- 2) Make one (1) photocopy of the Notice and mail that photocopy to the **New York City location** of the indicated country's Consul General.

➡ **PLEASE NOTE THAT THE NOTARY'S PORTION AT THE BOTTOM OF
THE FORM SHOULD NOT BE COMPLETED BEFORE MAILING.** ⬅

- 3) After mailing the photocopy, complete the bottom portion of the original Notice as proof of mailing and sign it in front of a notary public.
- 4) Submit the **original, notarized** Notice to Consul General to the Administration Department, Room 320

SURROGATE'S COURT OF THE STATE OF NEW YORK

COUNTY OF

----- X

ADMINISTRATION PROCEEDING

Estate of

NOTICE TO CONSUL

GENERAL

a/k/a

Deceased. File No _____

----- X

TO THE CONSUL GENERAL OF

AT THE CITY OF NEW YORK

PLEASE TAKE NOTICE that a petition (will be) (has been) presented to the Surrogate's Court,

County of _____, on _____, 20 _____, with
respect to the Estate of the above-named decedent and it appears from the petition that:

a. the deceased was a subject of _____ or

b. the following distributees are nonresidents of the United States:

Names	Addresses	Citizenship
_____	_____	_____
_____	_____	_____
		_____ Attorney for Petitioner
		_____ Address
		_____ Telephone No.

STATE OF NEW YORK

COUNTY OF _____ ss.:

_____ being duly sworn, says:

That he/she resides at _____, New York; that on the

_____, 20 _____, he/she served a copy of the above NOTICE on the Consul General
of _____ at _____, New York City, by mailing same to the office of the aforesaid Consul.

Signature

Sworn to before me this _____
day of _____, 20 _____

Notary Public

Commission Expires: (Affix Stamp and Seal)

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