

Proof of Mailing, Notice to Make Application and Renunciation for Administration

Directions

ATTENTION ***CANNOT USE WHEN THERE IS A WILL *******

- When consent forms or renunciations of Administration forms need to be signed by next of kin and they are refusing to do so then the person who is wanting to be the acting party will need to notice them in order to move forward. If the process would have been an affidavit of next of kin but there are parties who are not willing to sign, then the process must become an administration.
- **The person seeking appointment will mail**
 - Proof of Mailing
 - Notice for Application for Letters of Administration
 - Renunciation for Administration
- **Prepare three (3) sets of the above forms:**
 - One set will be sent regular mail
 - One set will be sent certified mail, return receipt requested (green card)
 - One set will be kept by the person seeking to be appointed
- **When to come into make application:**
 - Once the green card comes back signed or the envelope from the certified mailing comes back unopened, unsigned for returned to sender (**DO NOT OPEN THIS ENVELOPE**) we will need either the green card or the unopened envelope to be brought into the office for proof that this person was noticed along with the copy that you kept for yourself.

Just remember there is a 10 day in state and 60 days out of state Rule for the person you are noticing. Be sure to make the date of application with this in mind.

You cannot come into the office on the date you wrote on the notice if you have not received the green card back or if you have not gotten the envelope back unopened you will need to wait for either one of these things.

Sample

**OCEAN COUNTY SURROGATE'S COURT
JEFFREY W. MORAN, SURROGATE**

In the Matter of the Estate of

(name of deceased)

, deceased

PROOF OF MAILING

STATE OF NEW JERSEY

ss:

COUNTY OF OCEAN

(name of person wanting to make application), being duly sworn says:

1. On *(date of mailing)* I deposited in the United State mail chute at the Post Office located at *(location of post office)*, a copy of the attached notice in an envelope with postage prepaid, certified mail, return receipt requested, addressed to *(name and address of person being noticed)*, a Notice of Application for Letters of *(Administration, Administration Ad Prosequendum)*.

(name of person making application)

Subscribed and sworn to before me on

Date: *(date)*

(notary, probate clerk, attorney)

Attached the white slip showing when the notice was mailed and green card showing the notice was received, or the unopened returned mail. This along with a copy of the Notice of Application must be submitted to the Surrogate's Court.

Sample

OCEAN COUNTY SURROGATE'S COURT

JEFFREY W. MORAN, SURROGATE

In the Matter of the Estate of

(name of deceased)

, deceased

Notice of Application for

Letters of Administration

To *(name of person being noticed)*, next of kin of the above named Deceased. You are Hereby notified that on *(date you are going to make application)*, at 9 a.m. I shall apply to the Surrogate of the County of Ocean at his office in the Ocean County Court House, room 216 of the West Wing, 118 Washington Street, Toms River, NJ for the grant to me of Letters of *(Administration, Administration Ad Prosequendum)*.

Date: *(date)*

(signature of Applicant)

(name of applicant)

(Address of Applicant)

(City, State, Zip Code)

A copy of this Notice is to be attached to the Proof of Mailing and submitted to the Surrogate of Ocean County. 10-day notice to residents of New Jersey and 60-day notice to Out of State Residents. Notice is to be sent Certified Mail, return receipt requested.

OCEAN COUNTY SURROGATE'S COURT

JEFFREY W. MORAN, SURROGATE

In the Matter of the Estate of

Renunciation of Administration

, deceased

To JEFFREY W. MORAN, Surrogate of the county of Ocean:

I _____, _____, of the above named decedent, late of the State of New Jersey, County of Ocean do hereby renounce my rights of Administration and request the appointment of _____.

Signed, sealed and delivered
In the presence of:

Notary (sign & seal)

STATE OF NEW JERSEY
COUNTY OF OCEAN

Be it remembered, that on _____ before me the undersigned authority personally appeared _____ who I am satisfied is the person named in the foregoing instrument, to whom I first made known the content thereof, and thereupon _____ acknowledge that _____ signed sealed and delivered the same as _____ act and deed, for the uses and purposes therein expressed.

Notary (signed & seal)