

Missing Document Service

Application Form: Copy Will or Grant

Please complete one form per document required unless you are ordering multiple copies of the same document.

Please indicate which copy(s) you require:

Will

Grant of Probate

Grant of Letters of Administration

Surname:

Maiden Surname (if applicable):

Forename(s):

Date of Death:

Date of Birth or age at Death:

Date of Grant / Date proven (if known):

Marital Status: (please check one)

Bachelor

Spinster

Married

Divorced

Widow(er)

Unknown

Addresses at Death, or area in which Death occurred:

Any other information which may assist in identifying the correct document:

How many copies of this document do you require?

How would you like your document(s) delivered?

Email Fax Post

Terms & Conditions:

1. Documents – We only obtain documents from official government sources.
2. Time – These are usually obtained within 3-4 working days. These are government office target times and in the majority of cases are reliable. However, we cannot take responsibility for late delivery.
3. Document charges – These are re-charged at cost with no mark-up. Prices are set by the government department responsible and are subject to change without notice.
4. Payment – in full in advance. If this is not possible for any reason, please contact us to agree payment terms before placing your order.
5. Overdue Invoices – We reserve the right to charge interest on overdue invoices at 4% over the Bank of England Base Rate. Unexplained debts of 90 days or more overdue may be referred to a third party for recovery and their charges added to our invoiced amount, plus overdue interest. If you believe there will be any difficulty in paying our fees on time, we encourage you to contact us at the earliest opportunity in order to agree a revised payment schedule or other solution.
6. Date Variation – We rely on the dates you supply to us in order to identify the document you require. If we cannot identify the document we will search relevant indexes 2 years either side of the date supplied to us free of charge. If we still cannot identify with certainty the document you are seeking we will revert to you for further instructions.
7. Service Charge - please click here: <http://www.findersinternational.co.uk/our-services/professional-services/missing-document-service/missing-document-costs-delivery/> to see current charges. Documents are recharged at cost. For 10+ documents, please contact us. If any company or individual orders in excess of 10 documents at any time, Finders reserve the right to apply service charge at a rate of £40+ VAT per document ordered (+ fee for the document re-charged at cost).

Your Details:

Name:	
Company Name:	
Address:	
Postcode:	
Telephone:	
Fax:	
Email:	
DX Number:	
DX Exchange:	

THANK YOU FOR YOUR ORDER

Finders will order your Missing Document(s) as soon as possible. In the normal course of events please allow 7 working days for delivery (Certified copy) or 48 hours for delivery (Uncertified copy). If you have any queries, please contact us. We will use your firm name and the certificate surname as our database reference.