

# Documents checklist

## 1. What you need to sign

- ☐ the original will - you must sign the first page in the top right corner, but not make any other changes to the will
- ☐ any updates ('codicils') - you must sign the front of each codicil in the top right corner, but not make any other changes to the codicils

## 2. What the other applying executors need to sign

- ☐ a photocopy of the will - they must each sign the first page of a photocopy in the top right corner
- ☐ photocopies of any codicils - they must each sign the first page of any photocopies in the top right corner

## 3. Other documents

- ☐ 2 photocopies of the will and codicils that you've signed – these photocopies must be on plain A4 paper
- ☐ the death certificate – this will be returned to you
- ☐ You'll also need to include a cover letter if the will or codicils have been changed in any way since you got given them. This includes them being torn, creased or separated for photocopying. The letter should explain what's been changed and why.

# Send your documents to the probate registry

Send your documents by **registered post** to:

Digital Application  
Oxford District Probate Registry  
Combined Court Building  
St Aldates  
Oxford OX1 1LY