



Register of Wills / Clerk of Orphans' Court
Scranton Electric Building
507 Linden Street
Suite 400
Scranton Pa 18503-1632
570-963-6702
570-963-6377 (fax)

OUT OF STATE COMMISSION CHECKLIST

This information is needed to have an Administrator/ Executor sworn in outside of the State of Pennsylvania

1. The attorney must draft a letter to the Register asking the Register to

Send the Commission to the out of state Register. The letter must include the following:

- (a) Name, address and phone number of the out of State Probate Department
- (b) Contact person (within that department)
- (c) Name, address and phone number of the Administrator/ Executor

2. All Probate documents: (a) Petition for Grant of Letters, Oath, original Will, original Death Certificate, notarized renunciations (if necessary), and / or witness forms (if necessary) and the current Estate information sheet.

3. A check made payable to the Register of Wills in the amount of usual probate cost with an additional amount of \$ 75.00 for the out of State Commission fee

4. Two PRE-PAID Express mail envelopes (FedEx, UPS, USPS) this is the choice of the attorney handling the Estate:
First envelope to be addressed to the out of State Register in which the Administrator / Executor will be sworn in.
Second envelope for the return to:
Register of Wills, 507 Linden Street, Suite 400 Scranton, Pa 18503