



Office of the Probate Court

Debora A. Faulkner
Probate Judge for Greenville County
Greenville, South Carolina

www.greenvillecounty.org/probate

OFFICE USE ONLY:

Initial Contact Date: _____ By/Staff: _____
Docs Mailed/Picked up/Emailed: _____
Payment Received: _____
Receipt # _____
Obligations: _____

ONLINE PAYMENT TRANSACTION # _____

COPY REQUEST FORM

- 1. Search the Probate Index online at www.greenvillecounty.org/probate to obtain case information.
2. Contact the Records Division to obtain the cost and instructions for getting copies at: 864.467.7458 or email: probaterecords@greenvillecounty.org. Please allow 48 hours for a reply.
3. To pay by mail: complete this form and send to the Estate Division and Records address below with your check/money order payable to Greenville County Treasurer.

OR

To pay online: go to www.greenvillecounty.org/probate and click Pay Fees Online under the Department Menu. You will see the CLICK TO PAY NOW button to the right. After paying, scan and email payment confirmation page and completed request form to probaterecords@greenvillecounty.org. When we get these two pages, we'll email your copies.

- 4. There is a 3 day turn around for all copy requests from date payment is received.

FEES: SEARCH/COPY FEE: \$5.00/ESTATE NAME PHOTOCOPIES: \$.25/PAGE
CERTIFIED COPIES Add \$5.00/DOCUMENT (generally used for in-state filing)
EXEMPLIFICATION COPIES are a flat rate of \$20 (regardless of how many documents) + \$5 search fee + \$.25/page photocopy fee

Case Name: _____ Apt./Case/File Number: _____
(Deceased/Ward/Minor)

Requested By: _____

Address: _____

Telephone _____ Email : _____

- Call or email when copies are ready for pick up
Mail copies to address above. Include a self-addressed, stamped envelope with payment.

CERTIFIED COPIES ARE REQUESTED EXEMPLIFIED COPIES ARE REQUESTED

Include a Certificate of Filing for County: _____ State: _____

- Mail certified copies (South Carolina counties only) directly to above county. An additional check or money order payable to above county in the amount of \$20.00 is included.

DOCUMENTS REQUESTED Entire File (not all documents can be certified/exemplified)

Table with 2 columns: Document Number and Description. Rows include: 1. Last Will & Testament, 2. Application, 3. Fiduciary Letter, 4. Inventory & Appraisalment, 5., 6., 7., 8.