



**Office of the Probate Court**

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

www.greenvillecounty.org/probate

OFFICE USE ONLY:

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**ONLINE PAYMENT TRANSACTION # \_\_\_\_\_**

**COPY REQUEST FORM**

1. Search the Probate Index online at [www.greenvillecounty.org/probate](http://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: [probatarecords@greenvillecounty.org](mailto:probatarecords@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](http://www.greenvillecounty.org/probate) and click Pay Fees Online (under Forms). 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 [probatarecords@greenvillecounty.org](mailto:probatarecords@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 Add \$20.00/ESTATE (generally used for out-of-state filing)

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

Requested By: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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)

1.	5.
2.	6.
3.	7.
4.	8.