



## **Delaware County Register of Wills- Probate Appointment Process**

**Delco ROW is accepting and In-person & Virtual probate meetings by appointment only**

✓ **To book an IN-PERSON appointment** call our Front Desk at 484-750-2507

**★ No need to email or send documents over ahead of time ★**

Bring all original documents to your scheduled appointment

**What do I need to bring to my in-person probate appointment?**

**On the date/time of your scheduled appointment please bring in:**

1️⃣ Original Death Certificate

1️⃣ Original Will if there is one

1️⃣ Photo ID of personal rep(s)

1️⃣ any pertinent original witness affidavits, original renunciations etc.

1️⃣ payment of probate fee (check, credit or debit card-NO CASH)

Petition for Grant of Letters which you can pre-enter here: <https://www.delcopa.gov/row/online.html>

OR print out and fill out a “paper Petition for Probate” which can be found here:

<https://delcopa.gov/row/forms.html>

✓ Advantage of probating in-person: If you have all documents needed to complete the probate appointment you will leave with the Certificate of Grant of Letters and Short Certificates

**Vincent A. Rongione, Esquire**

*Register of Wills & Clerk of Orphans' Court*

<https://delcopa.gov/row>

Delaware County Government Center | 201 W. Front Street | Media, PA 19063 | Phone: 484-750-2507



## **Delaware County Register of Wills- Probate Appointment Process**

### **✓To book a VIRTUAL probate appointment**

email [Probate@co.delaware.pa.us](mailto:Probate@co.delaware.pa.us) all probate documents to be reviewed & scheduled

### **What probate documents do I need to Email over?**

- 📄 Original Death Certificate
- 📄 Original Will if there is one
- 📄 Photo ID of personal personal rep(s)

📄 any pertinent Original Witness Affidavits, Original Renunciations etc.

\*Petition for Grant of Letters which you can pre-enter here: <https://www.delcopa.gov/row/online.html>

OR print out and email over a “paper Petition for Probate” which can be found here:  
<https://delcopa.gov/row/forms.html>

✂ Your documents will be reviewed and then you will be scheduled for your virtual probate appointment and sent a Microsoft Teams invitation.

On the date/time of your virtual appointment you will connect via Microsoft Teams with a probate clerk.

★ You will need a computer, laptop or smart phone with audio & visual capabilities and a working printer ★

✂ Following your virtual appointment, you will submit to the ROW office all original documents and payment for the probate fee.

✂ Once received and processed by the probate clerk in the ROW office you will receive your Grant of Letters and short certificates via mail.

✓ While the virtual process may be a bit longer, this option is ideal for out of state personal representatives and for those who may not want to physically appear in the ROW office.

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