

**SAMPLE - Petition for Authority to Act As Personal Representative**

**To:** The Register of Wills for the County of Kent in the State of Delaware

In the matter of the estate of:

Jane Doe

, Decedent.

}

**PETITION**

**I. John Doe**

, the Petitioner(s), state(s) under oath that:

(1) The decedent died on 8/1/2025, a resident of 123 Main St.,  
Street Address

Dover, DE 19901

City

State

Zip Code

(2) The decedent had X no will / X a will, dated 6/1/2001.

(3) After the Will was signed, the decedent (a) \_\_\_\_\_ did / X did not marry (or enter into a civil union or other legal relationship under the laws of another jurisdiction recognized as a civil union under Delaware law, and X (b) \_\_\_\_\_ no / \_\_\_\_\_ child(ren) was/were born to the decedent.

(4) Does this will create a TRUST? \_\_\_\_\_ Yes X No **If yes, complete the Trust Inquiry Form**

(5) The qualification to act as Personal Representative(s) is:  
Named as executor in the will (or named executor/successor unavailable, immediate next of kin  
other eligible next of kin signed renunciation(s), more than 60 days have passed since DOD)

(6) I/We declare under penalty of perjury that I/we have never been convicted of a felony in this or any other jurisdiction. Initial(s): \_\_\_\_\_

**II. Petitioner(s) request(s) the grant of: (check one)**



Letters Testamentary



Letters Testamentary, Successor Executor



Letters of Administration



Letters of Administration with Will Annexed



Letters of Ancillary Administration



Letters of Ancillary Administration with Will Annexed



Letters of a Successor Administrator



Letters of a Successor Administrator with Will Annexed

**III.** The decedent *solely* owned personal property valued at \$ 5,000 and/or *solely* owned real estate to the value of \$ 300,000 located in Kent County, State of Delaware, as follows: (street address or parcel number)

123 Main St., Dover

Tax Parcel No.: 9 00 01234 56 7891 000

Tax Parcel No.: \_\_\_\_\_

Tax Parcel No.: \_\_\_\_\_

IV. The Decedent was survived by the following persons: NEXT OF KIN: (Nearest relative of decedent by marriage, civil union, blood relationship or legal adoption.)

[illegible]

V. A bond is not required.

STATE OF DELAWARE

COUNTY OF KENT

$$\left. \begin{array}{l} \text{ } \\ \text{ } \end{array} \right\} \text{SS.}$$

John Doe

John Doe, the Petitioner(s) named in the application,  
being duly sworn according to law say(s) that the matters alleged in this Petition are true and correct to the best of his/her/their  
knowledge and belief.

Attorney of Record: N/A

X /physical signature of Petitioner/

Firm: \_\_\_\_\_

Address:

Phone: \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me, at Dover, Delaware, this 1 day of October, 2025.

REGISTER OF WILLS / NOTARY PUBLIC