

## **Proof of Mailing, Notice of Application & Renunciation for Administration Directions**

- When consent forms or renunciations of Administration forms need to be signed by next of kin and they are refusing to do so, the person who is wanting to be the acting party will need to **notice them in order to move forward**. If the process would have been an affidavit of next of kin but there are parties who are not willing to sign, the process must become an administration.
- **The Person Seeking Appointment Will Mail:**
  - Proof of Mailing
  - Notice of Application for Letters of Administration
  - Renunciation of Administration
- **Prepare Three (3) Sets of The Above Forms:**
  - One set will be sent regular mail
  - One set will be sent certified mail, return receipt requested (green card)
  - One set will be kept by the person seeking to be appointed
- **When to come into our office to make application:**
  - Once the green card comes back signed **OR** the envelope from the certified mailing comes back unopened, unsigned for “return to sender” (**DO NOT OPEN THIS ENVELOPE**). We will need either the green card or the unopened envelope to be brought into the office for proof that this person was noticed... along with the copy that you kept for yourself.

Just remember, there is a **10 day in state** and **60 day out of state** rule for the person you are noticing. Be sure to make the date of application with this in mind.

You cannot come into the office on the date you wrote on the notice if you have not received the green card back or if you have not gotten the envelope back unopened. You will need to wait for either one of these things.

In the Matter of the Estate of

Notice of Application for

Letters of

,deceased

To \_\_\_\_\_, next of kin of the above named Deceased. You are  
Hereby notified that on \_\_\_\_\_, at  
9 a.m. I shall apply to the Surrogate of the County of Ocean at his office in the Ocean County  
Court House, room 216 of the West Wing, 118 Washington Street, Toms River, NJ for the grant  
to me of Letters of \_\_\_\_\_.

Date: \_\_\_\_\_

\_\_\_\_\_  
(signature of Applicant)

\_\_\_\_\_  
(name of applicant)

\_\_\_\_\_  
(Address of Applicant)

\_\_\_\_\_  
(City, State, Zip Code)

**A copy of this Notice is to be attached to the Proof of Mailing and submitted to the  
Surrogate of Ocean County. 10 Days notice to residents of New Jersey and 60 days notice  
to Out of State Residents. Notice is to be sent Certified Mail, return receipt requested.**

In the Matter of the Estate of \_\_\_\_\_  
\_\_\_\_\_, deceased

## PROOF OF MAILING

STATE OF NEW JERSEY

ss:

COUNTY OF OCEAN

\_\_\_\_\_, being duly sworn says:

1. On \_\_\_\_\_ I deposited in the United State mail chute at the

Post Office located at \_\_\_\_\_,

a copy of the attached notice in an envelope with postage prepaid, certified mail, return receipt

requested, addressed to \_\_\_\_\_, a Notice of Application

for Letters of \_\_\_\_\_.

\_\_\_\_\_  
*(name of person making application)*

Subscribed and sworn to before me on

Date: \_\_\_\_\_

\_\_\_\_\_  
*(notary, probate clerk, attorney)*

Attached the white slip showing when the notice was mailed and green card showing the notice was received, or the unopened returned mail. This along with a copy of the Notice of Application must be submitted to the Surrogate's Court.

State of New Jersey  
Ocean County Surrogate s Court

**In the Matter of the Estate of**

**Renunciation of Administration**

, deceased

**To the Surrogate of the County of Ocean:**

I, \_\_\_\_\_, next of kin and heir of the above named decedent, late of Ocean County, do hereby renounce my right of Administration , and request the appointment of \_\_\_\_\_ as the Administrator/rix.

\_\_\_\_\_

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_ ss:

Be it Remembered, that on \_\_\_\_\_ before me, the undersigned authority personally appeared \_\_\_\_\_ who I am satisfied is the person in the foregoing instrument named, to whom I first made known the contents thereof, he/she did thereupon acknowledge that he/she signed, sealed and delivered the same as his/her act and deed, for the uses and purposes therein expressed.

AFFIX SEAL

\_\_\_\_\_  
Notary Public