



**Register of Wills / Clerk of Orphans' Court
Lackawanna County Government Center
123 Wyoming Avenue Suite 521
Scranton Pa 18503-1632
570-963-6702
570-963-6377 (fax)**

OUT OF STATE COMMISSION CHECKLIST

This information is needed to have an Administrator/Executor sworn in outside the State of Pennsylvania.

1. The attorney must draft a letter to the Register asking for the Register to:
 - (a) Send her/his Commission to the out of State Register. The letter must include the following information.
 - (b) Name, address and phone number of the out of State Probate Department
 - (c) Contact person (within that department)
 - (d) Name, address and phone number of the Administrator/Executor
2. All Probate documents: Petition for Grant of Letters, Oath, original Will and original Death Certificate, notarized renunciations (if necessary), and/or Witness forms (if necessary), and current Estate information sheet.
3. A check made payable to the Register of Wills in the amount of the probate cost with an additional Out of State Commission fee of **\$100.00**.
4. Two PRE-PAID Express mail envelopes (FedEx, UPS, USPS) this is the choice of the attorney handling the Estate.
First envelope to be addressed to the out of State Register in which the Administrator/Executor will be sworn in.

Second envelope for the return to:
Register of Wills, Lackawanna County Government Center, 123 Wyoming Avenue, Suite 521, Scranton, PA 18503.