

Using This Revisable PDF Form

1. Copies – original – to court.
2. Prepared by creditor or person other than a distributee.
3. Attachments – none.
4. Preparation details

This form can be used when a creditor or other person requests administration of the estate of a deceased person after 60 days has passed since the person's death. The person seeking administration must certify specific facts under Virginia Code § 64.2-502.

**CERTIFICATE OF CREDITOR OR PERSON
OTHER THAN A DISTRIBUTEE**

Court File No. **1**

COMMONWEALTH OF VIRGINIA
VA. CODE § 64.2-502

Circuit Court of **2**

Decedent's full name **3**

I certify that I have made a diligent search to find an address for any sole distributee:

4 [] I have given not less than thirty days notice by certified mail of my intention to apply for administration to the last known address or address of the distributee;

OR

[] I have been unable to find any such address.

..... **5**
DATE

..... **6**
PRINTED NAME OF CREDITOR OR PERSON
OTHER THAN A DISTRIBUTEE

..... **7**
SIGNATURE OF REQUESTING PERSON

Data Elements

1. Estate file number assigned by the court.
2. Name of court.
3. Name of decedent (deceased person).
4. Check the box that corresponds with the actions taken by the person requesting administration of the estate.
5. Date when certificate was completed.
6. Printed name of person requesting administration of the estate.
7. Signature of person requesting administration of the estate.