



Dear Baker Law LLP - Document Release Team

The Estate of the late (Deceased)
(Please enter the name of the person who has died, above)

Please complete your contact details, below. Required details are marked with an asterisk (*)

Your full name*
Your address*
Your telephone number*
Your email address

I/We request that you release the below documents, that you hold on behalf of the above named deceased, to me/us as Executor(s) of the estate:

(Please tick the appropriate box)

- All **Wills**
- All **Powers of Attorney** (Enduring or Lasting)
- Other** (please provide details)

One or more Executors not collecting the documents (please tick if applicable)

- There is more than one Executor named in the Will, and not all Executors will be collecting the documents. I/We understand that Baker Law LLP requires authority from ALL living Executors to release original documents to me/us and I/we enclose the relevant signed authority for each Executor who will NOT be collecting the above documents.
(Please see page 2 for details of the required authority).

Timescale for retrieval

I/we understand that documents may be held in secure offsite storage and that it may take up to 10 working days for the documents to be retrieved, before they can be released to me/us.

Death Certificate and Identification documents (ID)

I/we understand that Baker Law LLP requires sight of the **death certificate** and at least **TWO types of ID** for **ALL** Executors named in the Will. I/We therefore enclose, a copy of the death certificate, and copies of my/our ID for your information.

(Please see details of the types of ID we require on page 3)

Signed	Signed
Print Name	Print Name
Dated	Dated

Signed	Signed
Print Name	Print Name
Dated	Dated



Option A: Authority to Release from non-collecting Executor

Please complete this section if you are an Executor named in the Will of the deceased, but you will not be collecting the original Will (and/or other documents) from Baker Law LLP. A copy of this form will need to be completed by ALL Executors who are not collecting unless they have renounced (see below).

The Estate of the late (Deceased)

(Please complete the name of the person who has died, above)

I*Print Name*..... am one of the Executors named in the Will of the above named deceased and authorise and request Baker Law LLP to release the below documents, held on behalf of the above named deceased, to my co-Executor(s):

.....*Co-Executor 1 name**Co-Executor 3 name*.....

.....*Co-Executor 2 name* (complete/delete as appropriate)

- All **Wills**
- All **Powers of Attorney** (Enduring or Lasting)
- Other** (please provide details)

Signed

Print Name

Dated

AND/OR

Option B: Confirmation of Renunciation of non-collecting Executor(s)

- I/we confirm that the Executor(s) who will not be collecting original documents from Baker Law LLP has/have renounced their executorship under the Will, and I/we enclose copies of the relevant Renunciation(s) for your information.

(Please note, you will need to bring originals of the Renunciation(s) when collecting the original documents).



Identification Requirements

Please note that two pieces of identification will be required (three if you are a non-UK resident), one from list A and one from list B, before documents can be released. The same document cannot be used to confirm both name and address. Please provide copies of your documents with the **Executor Document Release form**. You will then need to bring originals of **your** ID with you when you collect the documents from our office. When visiting the office, originals are required; internet print-outs are not accepted.

Section 'A' (to confirm name/identity)

- Current full signed passport
- Current UK driving licence (full old paper version)
- Current UK photo card driving licence (full or provisional)
- HMRC tax code notification
- Original notification letter from DWP/Benefits Agency confirming rights to benefits

Section 'B' (to confirm address)

- Current council tax bill
- Bank/building society/credit union passbook or statement not more than 3 months old showing current address
- Current UK photo card driving licence (full or provisional)
- Local council rent card or tenancy agreement
- Utility bill (NOT RELATED TO MOBILE PHONE) – not more than 3 months old
- Most recent original mortgage statement from a recognised lender
- Original notification letter from DWP/Benefits Agency confirming right to benefits

Next steps

1. Send us **copies of ID** for all Executors together with the **death certificate**, and the completed **Executor Document Release form** (and copy Renunciations, if applicable)
2. We will then contact you to confirm if we are holding any original documents, and if so, we will arrange an appointment for you to collect the documents from our office.
3. At the appointment we will require sight of your original identification documents as set out above and you will be asked to sign a receipt.

Checklist

- Death certificate (or copy) enclosed
- Page 1 completed and signed by all collecting Executors
- Page 2, Option A completed and signed by all non-collecting Executors AND/OR
- Page 2, Option B ticked, and copy Renunciation(s) enclosed
- Copy ID as per page 3, enclosed for **ALL** executors of the estate.