



**Office of the Probate Court**

**Debora A. Faulkner**  
**Probate Judge for Greenville County**  
**Greenville, South Carolina**

www.greenvillecounty.org/probate

**OFFICE USE ONLY:**

Initial Contact Date: \_\_\_\_\_ By/Staff: \_\_\_\_\_  
 Docs Mailed/Picked up/Emailed: \_\_\_\_\_  
 Payment Received: \_\_\_\_\_  
 Receipt # \_\_\_\_\_  
 Obligations: \_\_\_\_\_

**ONLINE PAYMENT TRANSACTION # \_\_\_\_\_**

**COPY REQUEST FORM**

1. Search the Probate Index online at [www.greenvillecounty.org/probate](http://www.greenvillecounty.org/probate) to obtain case information.
2. Contact the Records Division to obtain the cost and instructions for getting copies at: 864.467.7458 or email: [probaterecords@greenvillecounty.org](mailto:probaterecords@greenvillecounty.org). **Please allow 48 hours for a reply.**
3. To pay by mail: complete this form and send to the Estate Division and Records address below with your check/money order payable to Greenville County Treasurer.

**OR**

To pay online: go to [www.greenvillecounty.org/probate](http://www.greenvillecounty.org/probate) and click Pay Fees Online (under Forms). You will see the **CLICK TO PAY NOW** button to the right. After paying, scan and email payment confirmation page and completed request form to [probaterecords@greenvillecounty.org](mailto:probaterecords@greenvillecounty.org). When we get these two pages, we'll email your copies.

4. **There is a 3 day turn around for all copy requests from date payment is received.**

**FEES:** SEARCH/COPY FEE: \$5.00/ESTATE NAME      PHOTOCOPIES: \$.25/PAGE  
 CERTIFIED COPIES Add \$5.00/DOCUMENT (generally used for in-state filing)  
 EXEMPLIFICATION COPIES are a flat rate of \$20 (regardless of how many documents) + \$5 search fee + \$.25/page photocopy fee

Case Name: \_\_\_\_\_ Apt./Case/File Number: \_\_\_\_\_  
 (Deceased/Ward/Minor)

Requested By: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_  Email : \_\_\_\_\_

- Call or email when copies are ready for pick up
- Mail copies to address above. **Include a self-addressed, stamped envelope with payment.**

**CERTIFIED COPIES ARE REQUESTED**       **EXEMPLIFIED COPIES ARE REQUESTED**

**Include a Certificate of Filing for County:** \_\_\_\_\_ **State:** \_\_\_\_\_

- Mail certified copies (South Carolina counties only) directly to above county. An additional check or money order payable to above county in the amount of \$20.00 is included.

**DOCUMENTS REQUESTED**       Entire File (not all documents can be certified/exemplified)

1. Last Will & Testament	5.
2. Application	6.
3. Fiduciary Letter	7.
4. Inventory & Appraisalment	8.