



Request to Search Probate Records

You should complete this form if you would like to search an application for probate or administration. Please note, the Probate Office only holds records that were filed on or after 1 July 2020. To search records filed prior to this date, please visit the [Public Record Office Victoria website](#) for more information.

The application number required in the form below can be found on the application index at <http://www.scvprobate.com.au/probate/Search/ApplicationIndex.aspx>

Generally, a file is only available to search if the status of the file on the application index is 'Application granted'.

Application Details

Application Number: S PRB

Name of Deceased: _____

Name of Requestor: _____

E-mail: _____

Telephone: _____

Signature of Requestor/Solicitor: _____ Date: _____

Once you have completed the above details, you must file the request via [RedCrest-Probate](#). To file the request, follow these steps:

1. Login to your RedCrest-Probate account, or [register a new account](#);
2. Once logged in, click on 'File a document on an existing application';
3. Enter the application number as it appears on the application index (i.e. S PRB 2020 00001);
4. Click the 'Select party' button next to the party labelled 'Search Requestor';
5. Choose 'Request to search' as the document type from the drop down list;
6. Upload a copy of this completed form in PDF;
7. Click on the 'Pre approve payment and submit for review' button and enter your payment details on PayPal.

You will receive an email when your Request to Search has been submitted for filing, and a further email once your Request to Search has been accepted for filing.

If your search is approved, a copy of all documents available on the file will be emailed to you at the email address you have provided. You will be advised of the turnaround time for providing these documents at the time your request to search is approved.

Visit our website for more [information about searching probate records](#), including video guidance on how to create a RedCrest-Probate account and how to file the Request to Search.

For more information about concession fees or corporate fees that may be payable please visit the [fees section of the Supreme Court of Victoria website](#).