RELEASE A WILL

If you need us to release a Will that is held in our archives, please follow the relevant process below. There are two different processes depending on whether you are the document owner (our client) or an executor.

I AM THE TESTATOR OF THE WILL (owner)

1. If you are our client, and therefore the owner of the Will (testator), send a written request to us with your signature authorising us to release the Will. You can email this to **trusts@hrjforemanlaws.co.uk** or via post to HRJ Foreman Laws Solicitors, 25 Bancroft, Hitchin, Herts, SG5 1JW.
2. Ensure your letter includes key information such as your name, address, and if possible, the date of the Will.
3. Include proof of your ID. This must be photographic identification (such as a passport or photo card driving licence) and some documentation confirming your address no more than 3 months old (such as a bank statement or utility bill).

Upon receipt of the required documentation, please allow us 5 working days to retrieve the Will from storage and release it to you.

I AM AN EXECUTOR OF THE WILL

1. If you are an Executor send a written request to us with your signature authorising us to release the Will. You can email this to **trusts@hrjforemanlaws.co.uk** or via post to HRJ Foreman Laws Solicitors, 25 Bancroft, Hitchin, Herts, SG5 1JW.
2. Ensure your letter includes key information for both you and the testator, such as name, address, and if possible, the date of the Will.
3. Include proof of your ID. This must be photographic identification (such as a passport or photo card driving licence) and some documentation confirming your address no more than 3 months old (such as a bank statement or utility bill).
4. If there is more than one Executor – provide written and signed authority from all named Executors together with proof of ID. (see No.3).
5. Include the death certificate of the Testator.

Upon receipt of the required documentation, please allow us 5 working days to retrieve the Will from storage and release it to you.