

**WAIVER OF QUALIFICATION**

**USING THIS REVISABLE PDF FORM**

1. Copies

Original - to court.

2. Prepared by person waiving his/her right to administer estate.

3. Attachments - none.

4. Preparation details

a. Waiver needs to be acknowledged and sworn to before the clerk, deputy clerk or notary public.

b. Data Element Nos. 4 and 5 are completed by the executor(s) appointed in the decedent's will.

c. Data Element No. 6 - See Va. Code §§ 64.1-1 and 64.1-11 for information on "relatives" of person who died intestate.

d. Data Element Nos. 6 through 10 are completed by the person(s) who were willed personal property or are relatives of a person who died intestate and are declining qualification.

e. Data Element Nos. 16 and 17 - If WAIVER OF QUALIFICATION is signed by a notary public, the clerk or deputy clerk does not need to sign form.

**WAIVER OF QUALIFICATION**

**DATA ELEMENTS**

1. Court name.
2. Name of decedent.
3. Date of decedent's death.
4. Check appropriate box for reason executor(s) refusing/resigning executorship. See Using This Revisable PDF Form, 4(b).
5. Signature of executor(s) refusing/resigning executorship. See Using This Revisable PDF Form, 4(b).
6. Check the box that accurately identifies the persons who are declining qualification.
7. Name and address of person nominated for appointment by persons declining to qualify as defined in Data Element No. 6. Check applicable box.
8. Check applicable box defining administrator status for person nominated in Data Element No. 7.
9. Signatures of all legatee(s) or distributee(s) declining appointment as administrator of decedent's estate.
10. Relationship to decedent of all persons listed in Data Element No. 9.

To be completed by person acknowledging the signature.

11. City or county where acknowledgment of waiver taken.
12. Date acknowledgment taken.
13. Name and title of person taking acknowledgment.
14. Date Notary Public's commission expires.
15. Notary public.
16. Signature of clerk. If acknowledged by deputy clerk, print or type the clerk's name. See Using This Revisable PDF Form, 4(e).
17. Signature of deputy clerk if acknowledged by deputy clerk. See Using This Revisable PDF Form, 4(e).