

Checklist – Translation of Will to English

- Make a copy of the Will and any Codicils.
- If **Form 2** – Affidavit of Execution of Will or Codicil, has not been completed, contact one of the two witnesses to the Will and Codicil and have them go to Probate Court or a lawyer or a notary public to have the witness sign Form 2 with the original will. The witness must have the original will to attach as Exhibit “A” to Form 2.
 - Form 2 will become Exhibit “A” of **Form 3** – Affidavit Verifying Translation
 - If Form 2 was sworn on or before March 31, 2024, and the original is not attached as an exhibit, an “Affidavit explaining Circumstances” with the original Will or Codicil attached as Exhibit “A” and the Affidavit of Execution of Will or Codicil attached as Exhibit “B” is required.
- Contact a translator who can translate the will into English. The translation does not have to be done by a professional translator: however, if needed, there are companies offering translation services with contact information online.
- Once the translator reviews and translates the will, the translator will need to go to Probate Court or a lawyer or a notary public to complete Form 3 with:
 - the original Form 2 (that has the original will attached) as Exhibit “A”, and
 - the original translation as Exhibit “B”
- Complete either:
 - **Form 8** – Application for a Grant of ProbateOR
 - **Form 10** – Application for a Grant of Administration with Will Annexed
- Complete other supporting documents required by the Application (such as **Forms 18 or 19** for security, and renunciations). Please note, if there is no Codicil attached to the Will, then strike out the words “and Codicil” throughout the Application.
- Contact Probate Court and arrange for an appointment.
- Bring the following with you to the appointment:
 - **either** the completed Application for a Grant of Probate – Form 8,
or the completed Application for a Grant of Administration with Will Annexed – Form 10
 - the completed Affidavit Verifying Translation – Form 3 (see notes above)
 - the death certificate, and any other required supporting documents
 - security, if required – Form 18 or 19
 - Land Registration Form 44 or 24, if required. These forms are available online at < <https://novascotia.ca/sns/access/land/forms.asp> > or from the Land Registration Office in your area.
 - other required supporting documents
 - payment for the applicable probate tax (and fees, if any)
- Refer to one of the following for the remaining steps to follow in the process:
 - either:
 - the Checklist – Grant of ProbateOR
 - the Checklist – Grant of Administration with Will Annexed