

***SURROGATE'S COURT OF RICHMOND
COUNTY COURTHOUSE***

**18 Richmond Terrace
Staten Island, New York 10301**

**MATTHEW J. TITONE
SURROGATE**

Telephone: 718-675-8500

Dear Proposed Guardian:

Thank you for contacting the Surrogate's Court Richmond County.

We understand that this process can seem overwhelming and we are here to help. Enclosed please find a blank set of 17-A guardianship forms, a sample packet, a 17-A terminology sheet and a 17-A application steps guide to help you navigate this process.

Please fill this out as best as you can and if you need help, do not hesitate to call the guardianship department to set up an appointment with one of the members of our staff. Making an appointment allows us to devote to you the necessary time to explain the 17-A guardianship process as well as answer all your questions.

Also, feel free to refer to this website for additional information on the guardianship petition and process.

<http://nycourts.gov/courthelp/diy/guardianship17A.shtml>

As a member of the public, you can access the: DO IT YOURSELF (DIY) program which automatically completed the forms by asking you a series of questions. After the forms are completed, you can simply print out.

However, if you just need additional blank forms, they are also available on the court forms website:

<https://www.nycourts.gov/LegacyPDFS/FORMS/surrogates/pdfs/gd17A.pdf>

I hope you find this information helpful. Please contact us at (718)675-8510, if we can be of further assistance.

Thank you,

Guardianship Department