

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

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

**MATTHEW J. TITONE
SURROGATE**

Telephone: 718-675-8500

Reply to: 718-675-8510

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 a SCPA 17 guardianship application, mock forms, a MOCK 3909 form, and step by step 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. We **STRONGLY** recommend you watch the youtube video on how to complete the forms while you have the blank and mock forms available.

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

https://www.nycourts.gov/LegacyPDFS/FORMS/surrogates/pdfs/GuardProperty_pet.pdf

Select Petition for Appointment of Guardian (Property) [**G-2-B, G-1, G-5, G-3, G-4**] and click on either the PDF or WORD document to view the forms.

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