

## INSTRUCTIONS FOR FILING AFFIDAVIT OF DEATH & HEIRSHIP

Enclosed you will find an Affidavit of Death & Heirship form to be completed and signed by preferably an **unrelated** party or family member who does not benefit from the estate. **All questions must be answered accurately and truthfully. This is a legal document.**

**Also it is important to use legal names for all potential beneficiaries, NO nicknames.**

Addresses should be furnished for all potential beneficiaries of the Estate on the second page of the form.

The Affiant's signature must be properly acknowledged before a Notary Public and the Jurat and acknowledgement should be completed by the Notary Public.

Send the original, *executed Affidavit along with the death certificate and a copy of the Will (if applicable)* to be filed of record to:

Pawnee County Clerk, 500 Harrison, Rm 202, Pawnee County, OK 74058-2568  
Phone number (918) 623-1724

Recording fees are \$18.00 for the first page and \$2.00 for each additional page. You may want to contact Pawnee County Clerk to verify recording fees. The Clerk will return the original, file stamped document to you, **so please be sure to include your address at the end of the affidavit (see bottom of page two).**

-----

**After recording**, please provide us with a recorded **copy** of the Affidavit of Death & Heirship (you keep the original for your records), a **copy** of the Death Certificate, and a copy of the Last Will and Testament (if applicable).

We will transfer the interest and issue Transfer Orders based on Oklahoma Intestate Succession Laws.

If you have any questions, please leave a message at (539) 867-2093 or email [dgray@focllc.com](mailto:dgray@focllc.com).

Freedom Operating Company, LLC  
Land Department  
2250 East 73<sup>rd</sup> Street, Suite 500  
Tulsa, OK 74136