

**INSTRUCTIONS TO COMPLETE  
FORM 83-019E  
APPLICATION FOR ADMINISTRATION  
(TO BE USED WHEN THERE IS NO WILL)**

**This form is to be used when the deceased's estate does not have a will, is under the Minister's jurisdiction and a family member or friend would like to apply to administer the estate.**

For more general information about estates go to the Government of Canada Estate Services for First Nations website at <https://www.sac-isc.gc.ca/eng/1100100032357>.

If you have any questions relating to [estate services for First Nations](#) or this application, please email Estate Services at [ONestateservices-ONservicesdadmindeessuccessions@sac-isc.gc.ca](mailto:ONestateservices-ONservicesdadmindeessuccessions@sac-isc.gc.ca) or contact your nearest regional office of ISC or CIRNAC.

**HOW TO SUBMIT THIS COMPLETED APPLICATION**

- **By Mail:** Send to the regional office nearest you. **Attention: Estates Unit**
- **By Email with a mail follow up:** [ONestateservices-ONservicesdadmindeessuccessions@sac-isc.gc.ca](mailto:ONestateservices-ONservicesdadmindeessuccessions@sac-isc.gc.ca)
- **In Person:** Bring the application to the nearest regional office. Call ahead as an appointment may be required.

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ADMINISTRATION.  
PLEASE READ CAREFULLY.**

**For common definitions please see the enclosed Guide.**

**SECTION 1- DETAILS OF THE DECEASED**

Please complete as much information under the "Details of deceased" section as possible.

**Fill in:**

- **Name:** Provide the legal name of the deceased (i.e. as per legal documents such as birth, marriage or death certificate, legal name change document, etc.)
- **Registration number (10 digits):** This is the registration (Indian status) number of the deceased
- **First Nation/Band name:** The First Nation/Band that the deceased was affiliated with

- **Ordinarily resident at:** The location where the deceased usually resided before their death (e.g. reserve, city, town)
- **The date of birth:** The deceased's date of birth

### **Heirs to the estate:**

Please complete the table "The following persons are heirs to the estate when there is no will according to Section 48 of the [Indian Act](#)." Heirs may include: Spouse or common law partner, children, parents etc.

### **IMPORTANT**

**According to Section 48 of the [Indian Act](#), when there is a spouse (or common-law partner), they inherit the entire net value of an estate if it does not exceed \$75,000.00.** The net value refers to *the total value of all assets remaining after all debts, deductions or expenses have been paid*. **Only** if the value of the estate is more than \$75, 000.00 will other heirs, including children/grandchildren be included in the distribution of the estate.

### **Fill in:**

- **Name(s):** The legal name of the heir(s)
- **Relationship to the deceased:** Each heir's relationship to the deceased
- **The registration number (10 digits):** The registration (Indian status) number of the heir(s) (if applicable)
- **Date of birth:** The date of birth of the heir(s)
- **Address:** Address where mail can be sent. Please include a mailing address if it is different from the permanent address. And include an email address.

**Note:** If your address or that of a family member changes after sending the application, please inform us to avoid delays in receiving further correspondence.

### **Value of the Estate**

An estate is all of the real property and personal possessions belonging to an individual. Below are examples that may be included in the estate of a deceased individual.

**The estate may include:** cash, pensions, proceeds from legal actions, insurance settlements or other settlement funds, personal effects (e.g., jewelry), personal property (e.g., vehicles, bank accounts) and lands and buildings owned both on and off-reserve.

**An estate does not generally include:** jointly held assets (e.g., joint bank accounts, bonds, investments, or real property if one owner is alive) and lands or buildings owned by a First Nation.

**Fill in:**

- **Personal property:** Includes items such as vehicles and bank accounts
- **On-reserve real property:** Consists of reserve lands for which a Certificate of Possession has been issued, along with any permanent improvements, such as buildings and structures)
- **Off-reserve real property:** Consists of lands owned off-reserve but hold title to properties, like a house or wood lot)
- **Total value of estate:** Calculate the total by adding all the estimated values from Personal property, On-reserve real property, Off-reserve real property to get a total value

**PLEASE NOTE: The value entered should be an estimate only (does not have to be a true accounting)**

**Select one of the following options:**

Please check **ONE** of the two options on the form:

**Option 1: I am applying to administer the estate:** By selecting this option, you are applying to become the estate administrator. **Complete sections 2 and 5.**

**OR**

**Option 2: I am nominating someone else to administer the estate:** By selecting this option, you wish to appoint someone else, of your choosing, to administer the estate. This person must be willing to be the administrator. **Complete section 3, and the person you are nominating must complete sections 4 and 5.**

## **SECTION 2. AFFIDAVIT OF INDIVIDUAL APPLYING TO ADMINISTER THE ESTATE**

This section is to be completed in front of a Commissioner of Oaths who will listen to you say a formal promise that the information you have provided in writing in the application is true.

### **Fill in:**

- **Name of applicant – proposed administrator:** This refers to the legal name of the person applying to administer the estate
- **Name of deceased:** This is the name of the person whose estate you are willing to administer
- **Signature of individual applying to administer the estate:** This is the signature of the person applying to administer the estate. (Please remember you must sign in front of the commissioner of oaths)
- **Signature of Commissioner for Oaths:** This space is where the Commissioner for Oaths must sign

\*\*\*Please do not forget to **date and sign** this section to avoid delays in the processing of your application.

## **SECTION 3. NOMINATION OF ADMINISTRATOR BY HEIR**

### **Fill in:**

- **Name and relationship to deceased:** Provide your name and your relationship to the deceased (for example, spouse, child, sibling)
- **Name of nominee:** This is the name of the person you are nominating to administer the estate. This person must be willing to do so
- **Signature of heir:** This is the signature of the person who is related to the deceased

#### **SECTION 4. AFFIDAVIT OF NOMINEE**

This section is to be completed **in front** of a Commissioner of Oaths.

**Fill in:**

- **Name of nominee:** The name of the person who has been nominated to administer the estate
- **Name of proposing heir:** The name of the person who is related to the deceased
- **Name of deceased:** The name of the person's estate you are willing to administer
- **Signature of nominee:** The person who is being nominated and accepting the nomination must sign here
- **Signature of Commissioner for Oaths:** This is where the Commissioner for Oaths must sign

Please remember to **date and sign** this section to avoid delays in the processing of your application.

#### **SECTION 5 – DETAILS OF APPLICANT**

**Fill in:**

Mailing address, phone number and email address (if applicable) of the person applying to administer or the person accepting the nomination to administer the estate.

**THE SECTION TITLED “FOR DEPARTMENTAL USE ONLY” IS TO BE COMPLETED BY EMPLOYEES OF INDIGENOUS SERVICES CANADA (ISC) OR CROWN INDIGENOUS RELATIONS CANADA.**