

# **7 FAM 260 PERSONAL ESTATES OF DECEASED U.S. CITIZENS**

## **7 FAM 261 RESPONSIBILITY FOR ACTION**

### **7 FAM 261.1 Action Office In The Department**

(TL:CON-63; 8-18-95)

*Overseas Citizens Services (CA/OCS)* is the action office in the Department for cases involving the personal estates of deceased private U.S. citizens. Posts should address all inquiries to CA/OCS.

### **7 FAM 261.2 Scope of Consular Officer Responsibilities**

(TL:CON-63; 8-18-95)

a. The U.S. Code [22 U.S.C. 4195; see 7 FAM 212.2 and 22 CFR 72.15 and 22 CFR 72.16] requires that a consular officer or, if no consular officer is present, a diplomatic officer, must serve as “provisional conservator” of the personal effects of U.S. citizens who have died or who resided at the time of death in the officer’s consular district, provided that the decedent left no legal representative, partner in trade, or trustee to take care of the decedent’s estate.

b. For 200+ years three specific steps have been required of consular officers as “provisional conservators”: collecting decedents’ assets (personal effects), paying debts, and disbursing the remainder. These functions remain unchanged. In addition, consular officers should keep legal representatives informed regularly of the substantive progress made in handling personal estates, to minimize the complaints which stem largely from the lack of information concerning the status of the matter or an understanding of the procedures employed.

c. The consular officer who actually takes possession and disposes of the personal estate of the deceased is the responsible officer (22 CFR 72.49). Upon departure from the post, either on transfer or extended leave, the responsible officer has a duty to transfer accountability to a successor officer for any estate which is not closed. The successor officer then becomes the responsible officer. A receipt for this purpose, should be signed by the succeeding responsible officer as shown in (see 7 FAM 269 Exhibit 261.2c. )

d. The instructions in this subchapter serve as a guide to consular officers in handling estate cases systematically and efficiently. All estates must be handled consistent with applicable statutes and the Department’s estate regulations at 22 CFR Part 72. They may not encompass all of the circumstances, conditions, and procedures that may have to be considered in disposing of effects. Consular officers are encouraged to consult with the Department (CA/OCS) for guidance and assistance, as a failure to safeguard personal estates may result in the institution of a civil suit or other action against the consular officer.

NOTE: An information sheet, such as the sample provided in see 7 FAM 261 Exhibit 261.2d , may be furnished to all interested parties who desire a summary of the consular officer’s responsibilities for the personal estate of a deceased citizen. The information sheet may be reproduced locally.

### **7 FAM 261.3 Responsibility When a Will Exists**

(TL:CON-63; 8-18-95)

a. If a will is found among the personal effects taken into possession by the consular officer, the officer should examine it immediately and determine whether it appears to conform to the requirements of the place where the will was signed or intended to be operative (22 CFR 72.21 & 72.22). The Martindale - Hubbell Law Directory contains general information on the requirements of a will executed in each state in the United States as well as in a number of foreign countries.

b. While the responsibility to determine the validity of a will rests with probate courts, consular officers are obligated to notify the legal representative named in the will about the death and give that person preliminary information on the personal estate left by the deceased [see 7 FAM 263 ]. Consular officers are encouraged to consult the Department (CA/OCS) promptly for guidance or assistance in such instances.

*c. If a will is intended to operate locally, and a local or domiciliary representative named by the decedent qualifies and takes charge of the personal estate promptly, the consular officer should assume no responsibility for the estate and should not take possession, inventory and dispose of the personal property and effects, or in any way serve as agent for the local or domiciliary representative.*

*d. If the law of the country permits, and if the local or domiciliary representative does not qualify promptly, the consular officer may have to take protective action in the interest of the estate to the extent of placing a consular seal on the personal property and effects of the decedent, such seal to be broken or removed only at the request of the local or domiciliary representative. The consular officer should see that the foreign authorities accord due recognition to the American interests involved and provide appropriate protection for the property.*

*e. If prolonged delays are encountered by the local or domiciliary representative in making arrangements to take charge of the personal estate, the consular officer should consult the Department, CA/OCS, concerning whether the will should be offered for probate, if such action is deemed advisable in the interest of the estate.*

*NOTE: The Vienna Convention on Consular Relations and other treaties provide immunities that can only be waived by the Department.*

*f. If a will is intended to operate in the United States, the consular officer should forward a copy of it immediately to the person or persons designated, when their whereabouts are known. The Department may be asked to assist in locating the fiduciary. When the fiduciary cannot be located, the will should be sent to the appropriate court in the U.S. State of the decedent's domicile. The consular officer should observe special instructions contained in the will for the conservation of the personal estate insofar as the laws of the foreign country and these regulations permit the consular officer to act.*

## **7 FAM 261.4 Responsibility When a Legal Representative is Present**

(TL:CON-63; 8-18-95)

a. For purposes of establishing conditions under which a consular officer will act as “provisional conservator”: a consular officer has no statutory responsibility to act as provisional conservator of the estate of the deceased citizen when a legal representative is present in the consular district at the time of death (22 U.S.C. 4195; 22 CFR 72.18). A legal representative may be any of the persons listed in see 7 FAM 213.2 , item 17. If any one of these persons is present in the consular district at the time of death, the consular officer has no statutory responsibility to act as provisional conservator of the estate of the deceased citizen.

b. The following examples illustrate circumstances under which the consular officer has or does not have the responsibility to act as provisional conservator because of the operation of U.S. law, a treaty, local law, or custom. When doubt exists regarding action to take in a particular case, consult CA/OCS.

(1) A U.S. citizen dies intestate in Cyprus. The convention between the United States and the United Kingdom as applied to Cyprus provides that the competent local authority takes charge of the estate of a person who resided in the country until an administrator is judicially determined. The U.S. citizen had lived in Nicosia, Cyprus for a period of 30 years. The consular officer has no responsibility for handling the estate as provisional conservator but should lend assistance to the local authorities in locating interested parties.

(2) Mr. “X” is an elderly U.S. citizen who suddenly died of a heart attack while visiting his nephew in Athens. The surviving spouse of “X” is in the United States at the time of her husband’s death. U.S.-Greek Consular Convention provides that consular officers should preserve the interests of their citizens in case of death. Since the nephew does not qualify as legal representative, as defined in see 7 FAM 213.2 , item 17, the consular officer should perform his statutory responsibilities as provisional conservator.

(3) “T,” who legally resided in Spain, took a 2-week vacation in Athens and died as a result of injuries sustained in an automobile accident. “T’s” mother is a permanent resident in Spain. “T’s” husband and adult children were living in Colorado at the time of death. The laws of both Spain and Greece permit consular officers to act as temporary conservators of the property of their deceased nationals. According to U.S. law, the consular officer has no statutory responsibility in the case of a decedent who leaves a legal representative present in the country of residence. In such a case, the consular officer has no statutory responsibility to take possession of “T’s” personal effects in Spain, since the decedent’s mother qualifies as “legal representative.” However, the consular officer in Athens would take possession of “T’s” personal effects which were left in that consular district if no legal representative were present in the country of residence.

(4) “L,” a business executive, died of a stroke in his rented apartment in Paris. His fourth and current wife was present at the time of death, and his son from a previous marriage arrived in Paris several hours later, demanding that the consular officer take possession of his father’s personal effects. Meanwhile, local authorities have placed a seal on the apartment pending completion of an investigation as to the cause of death. From conversations with the son, the consular officer learns that “L” had executed a will disinheriting his fourth wife. Mrs. “L” is attempting to assert her rights to the personal effects in the apartment through a prominent American attorney. Regardless of the complexities of the case and the demands that may be placed upon a consular officer, there is clearly no statutory authority to take possession of the decedent’s personal effects as the surviving spouse and adult son are on the scene and pursuing interests and rights to the estate of the deceased.

(5) D, a U.S. citizen, and E, his Philippine wife, died in an automobile accident in Manila. D and his wife were both residents of the Philippines. D had executed a will, naming his now deceased wife sole heir to his estate, which is under \$500. E’s family members in Manila are demanding that they take possession and dispose of the estates of the husband and wife. The consular officer is aware that D has children in the United

States from a previous marriage. There is no treaty in force between the United States and the Philippines on the extent of consular responsibilities in estates, and the local court authorities normally do not assume jurisdiction in cases involving assets under \$500. In the absence of a person who would qualify as D's legal representative, the consular officer should take possession of effects which can clearly be identified as D's personal estate, for example, men's clothing and personal items except where E leaves a will and D is named as her heir. Consular officers should also ascertain how local estate law treats the order of death when both spouses die in the same accident.

## **7 FAM 261.5 Responsibility When a Trustee for Personal Estate Is Present**

(TL:CON-63; 8-18-95)

a. The U.S. Code (22 U.S.C. 4195) provides that the consular officer should not take possession or dispose of the personal estate of a deceased citizen who has left a "trustee by him appointed" in the country where the death occurred or where the deceased was residing at the time of death (22 CFR 72.19).

b. A trustee may be a person or corporation to whom property of the decedent is legally entrusted for the benefit of another person. If at the time of death, the trustee (whether individual or corporate) holding the records pertaining to the trust is present in the country, the consular officer has no statutory duty to take possession and dispose of personal effects. This is because death does not automatically terminate a trust agreement which is established to survive the testator; the trustee will continue to owe a fiduciary duty in managing the decedent's assets. Consular officers may find it worthwhile to communicate with the Department (CA/OCS) for additional guidance.

## **7 FAM 261.6 Responsibility When a Partner in Trade is Present**

(TL:CON-63; 8-18-95)

a. *A business partner of a deceased U.S. citizen has no inherent right to take custody or administer the personal estate of the decedent. Where a "partner in trade" has been appointed by the decedent to take care of his personal estate, however, the consular officer has no role or responsibility to act as provisional conservator (22 CFR 72.20).*

b. *Where a business partner asserts a right to handle the personal estate of a deceased partner, the consular officer must ascertain whether the partner was, in fact, appointed by the deceased to take care of his personal estate.*

## **7 FAM 261.7 Responsibility When a Decedent's U.S. Citizenship Is Doubtful**

*(TL:CON-63; 8-18-95)*

If a consular officer is unable to establish the U.S. citizenship of a decedent even after checking with the Department (CA/OCS), but has reason to believe that the decedent was a U.S. citizen, the consular officer should take appropriate measures to conserve the personal estate. These measures may consist of sealing the decedent's premises and/or taking physical possession of all personal effects [see 7 FAM 262 ].

## **7 FAM 261.8 Responsibility as Provisional Conservator**

### **7 FAM 261.8-1 Administrator of Estate**

*(TL:CON 63; 8-18-95)*

The consular officer should not accept appointment from any foreign state or from a court in the United States to act as administrator or to assist in administering the personal estate of a deceased citizen except upon a specific instruction from the Department (22 CFR 72.40). Consular officers, when requested to serve as administrator, should seek Department (CA/OCS) guidance.

### **7 FAM 261.8-2 Legal Services**

*(TL:CON-63; 8-18-95)*

The consular officer should not act as attorney or agent for the estate (22 CFR 72.41). Neither should the consular office employ counsel at the expense of the U.S. Government in collecting and disposing of the personal estate of a deceased citizen.

### **7 FAM 261.8-3 Financial Responsibility**

*(TL:CON-63; 8-18-95)*

The consular officer, as provisional conservator, must not assume and should not incur any expense on behalf of an estate in excess of funds on hand or funds made available by other persons to collect and dispose of the estate (22 CFR 72.42). In the latter case, no expense should be incurred until funds have been received.

## **7 FAM 261.9 Responsibility in Exceptional Cases**

### **7 FAM 261.9-1 Deceased State Department Employees**

(TL:CON-63; 8-18-95)

*Assigned Abroad:* The post administrative officer, not the consular officer, is responsible for reporting the deaths of persons employed by the Department. Telegraphic reports to the Department must bear the caption "OBIT/STATE," "OBIT/AID," OBIT/FCS, or "OBIT/USIA," as appropriate, and the TAGS symbol CASC. The consular officer should, however, inventory the personal estate when there is no legal representative or other authorized person present and ensure that it is shipped at USG expense to the proper person (22 CFR 72.27) [see 7 FAM 227 ].

### **7 FAM 261.9-2 Department of Defense**

(TL:CON-63; 8-18-95)

The Department of Defense (DOD) is responsible for reporting the death of military personnel and for disposing of the personal estates of its military personnel who have died abroad. If no DOD representative or other authorized person is present in the consular district or the host country in which the death occurred, the consular officer takes possession of the personal estate, pending instructions from DOD headquarters at Washington, D.C., or regional headquarters abroad. No fee is charged for such service (22 CFR 72.23).

NOTE: DOD's responsibility for the personal effects of deceased citizens does not extend to the personal effects of U.S. citizen dependents of DOD military or civilian personnel, nor to U.S. citizen civilian contractors of DOD and their dependents. The disposition of the personal estate of such persons should comply with the procedures set forth for other U.S. citizens.

### **7 FAM 261.9-3 Coast Guard**

(TL:CON-63; 8-18-95)

The U.S. Coast Guard is responsible for disposing of the personal estates of its military and civilian personnel (22 CFR 72.24). If no authorized person is present in the consular district or the host country in which the death occurred, the consular officer takes possession of these personal estates, pending instructions from the Coast Guard headquarters at Washington, D.C. No fee is charged for such service.

NOTE: Coast Guard responsibility for the personal effects of deceased citizens does not extend to dependents of Coast Guard personnel.

## **7 FAM 261.9-4 On the High Seas**

*(TL:CON-63; 8-18-95)*

There is no express provision of law authorizing the consular officer to take possession and dispose of the personal estate of a U.S. citizen, other than a seaman, who dies on the high seas (22 CFR 72.25 & 26).

## **7 FAM 261.9-5 Aboard A Vessel of American Registry**

*(TL:CON-7; 7-30-84)*

If the death of a U.S. citizen, other than a seaman, occurs on board an American vessel, the consular officer should request the master of the vessel, in the absence of an authorized person, to take custody of and return the personal estate to the shipping company in the United States for forwarding to the legal representative or other authorized person.

## **7 FAM 261.9-6 Aboard A Vessel of Foreign Registry**

*(TL:CON-63; 8-18-95)*

In the absence of a legal representative or other authorized person, the consular officer should take possession and dispose of the personal estate of a U.S. citizen who dies aboard a foreign vessel.

## **7 FAM 261.9-7 Seaman**

*(TL:CON-63; 8-18-95)*

See 7 FAM 714 , for procedures governing the disposition of the personal estates of seamen who die while serving as members of the crew on an American vessel (22 CFR 72.26).

## **7 FAM 261.10 Responsibility of Consular Agent**

*(TL:CON-63; 8-18-95)*

a. A consular agent has no statutory authority to take possession of or dispose of the personal estate of a deceased citizen of the United States (22 U.S.C. 4195-4197 and 22 CFR 72.17) except under the immediate supervision, and as the agent, of his or her principal consular officer. The consular agent, therefore, should immediately report pertinent circumstances to, and request instructions from, the principal consular officer, who immediately assumes the responsibility for taking possession and disposing of the personal estate of a deceased U.S. citizen.

b. A consular agent may be of valuable assistance to the consular officer and to the decedent's heirs by following the instructions of the principal consular officer for the temporary safe-keeping of the effects. In the event that the consular officer is not able to travel to the scene of the death on the same day, or within several days, the consular officer may task the consular agent to:

(1) Accept and hold the personal effects of the deceased if the local authorities are unable or unwilling to do so;

(2) Request the authorities or other agency to turn over the effects to the consular agent, together with a signed inventory of the same;

(3) Arrange for the safeguarding of those effects not taken into possession (for example, motor vehicles and household goods); and

(4) Ship the effects to the supervisory post, at the expense of the estate, for appropriate disposition.

## **7 FAM 262 TAKING POSSESSION OF EFFECTS**

### **7 FAM 262.1 Actual Possession**

*(TL:CON-63; 8-18-95)*

A consular officer is normally expected to take possession of the following articles (22 CFR 72.28 to 72.33):

(1) Convertible assets, consisting of currency, redeemable transportation tickets, and any instruments that are freely negotiable by the consular officer.

(2) Perishable property, including foodstuffs having commercial value such as expensive wine.

(3) Luggage.

(4) Wearing apparel.

(5) Jewelry, heirlooms, and other articles of sentimental value.

(6) Nonnegotiable instruments, defined as any document or instrument not saleable or transferable by the consular officer because it requires either the signature of the decedent or action by, or endorsement of, the decedent's legal representative. Nonnegotiable instruments include credit cards, transportation tickets not redeemable by the consular officer, traveler's checks, promissory notes, stocks, bonds, or other similar instruments, bank books, and books showing deposits in savings and loan institutions.

(7) Miscellaneous personal effects.

(8) Personal documents.

### **7 FAM 262.2 Nominal Possession**

*(TL:CON-63; 8-18-95)*

a. Although 22 U.S.C. 4195 and 22 CFR 72.29 place no limitation on the nature and extent of the personal property that should be taken into actual possession by the consular officer, it is necessary to limit the size and nature of these items due to the problems created by attempting to store large items within the limited premises of the post. Subject to the availability of funds on hand and Department instruction, storage space may have to be rented to protect and conserve certain property.

b. As provisional conservator, the consular officer normally is not expected to take physical possession of large articles of personal property which may be found in residences and places of storage, such as furniture, household effects, and bulky works of art. Neither is the consular officer normally expected to take physical possession of motor vehicles, aircraft and watercraft, or livestock. Large articles of personal property should be listed separately from the Inventory of Effects, and they usually do not need to be appraised. The property should be safeguarded by police and/or court seals. If this is not possible, secure the property by affixing the consular seal on the premises or by taking reasonable steps to insure that such items are placed in safekeeping at the expense of the estate until action can be taken by the legal representative [see 7 FAM 262.5 ].

c. Consular officers should not seal premises that are not owned by the decedent, such as a rented apartment or hotel room as such action may interfere with an owner or landlord's rights. Instead, the decedent's property should be removed and taken into possession or stored at the expense of the estate, as appropriate. If a case involves a suspicious death, local authorities may seal the premises, in which case the consular officer's role as provisional conservator is limited. Where possible, the officer should solicit the assistance of local authorities in making an inventory of the decedent's personal effects as soon circumstances permit.

d. In cases where the consular officer has merely to transfer the personal estate from the custody of a foreign official to the legal representative of the decedent, an inventory and appraisal of the effects are not required. The consular officer may accept the estate and a list of items being transferred from the foreign official and give the official a receipt for the items being transferred. The consular officer also prepares a statement of discharge from further accountability for the effects upon delivery to the legal representative for the latter's signature [see 7 FAM 260 Exhibit 262.2 ].

## **7 FAM 262.3 Bank Deposits Abroad**

*(TL:CON-63; 8-18-95)*

There is no express provision of law authorizing consular officers to withdraw or otherwise dispose of bank accounts and other assets deposited in financial institutions which have been left by deceased citizens in a foreign country (22 CFR 72.30). The existence of bank deposits, when known, should be reported promptly to the legal representative, or other authorized person. The consul should inform that person of the general procedures required by the financial institution to withdraw funds and whether legal assistance may be necessary or desirable for this purpose. Under no circumstances may the consular officer withdraw funds from financial institutions without receiving specific instructions from the Department.

## **7 FAM 262.4 Safeguarding of Effects**

*(TL:CON-63; 8-18-95)*

All articles the consular officer takes into possession should be kept in a locked storage area on the premises of the post. If access to storage facilities on the post premises cannot be restricted, the possibility of renting a safe deposit box at the expense of the estate for small valuable articles should be explored.

## **7 FAM 262.5 Affixing the Consular Seal**

*(TL:CON-63; 8-18-95)*

The consular officer affixes seals on premises and property not in the consular officer's possession or safeguarded by local authorities [see 7 FAM 262.2 ]. This is done in coordination with, and with the consent of, the local authorities. The seal should be in the form of a typewritten notice in the local language, stating the following:

The personal property located on these premises (or the personal property behind this seal) is the property of the late \_\_\_\_\_, a citizen of the United States of America, and is under the custody of the (Embassy, Consulate General, Consulate) of the United States of America at (place), pending determination of a legal representative. This seal may not be broken nor the property under it removed or otherwise disturbed except by order of the competent judicial or other authorities of (country or political subdivision) or by an official of the (post). All claims against the late \_\_\_\_\_ should be referred to the consular officer of the (post) who is currently serving in the capacity of provisional conservator of the estate.

---

(Name)

---

(Title)

## **7 FAM 262.6 When Immediate Possession is Impractical**

*(TL:CON-63; 8-18-95)*

a. There is no obligation on the part of the consular officer to travel long distances, such as more than a day's journey, or to traverse difficult or dangerous terrain, such as jungle, swamp, frozen tundra, desert, or isolated stretches of land, solely for the purpose of taking physical possession of personal effects (22 CFR 72.31). However, if the consular officer is aware that an estate in a remote locale is of considerable value and no suitable local authority is available to conserve and inventory the estate, the consular officer will have to arrange to conserve the estate. The consular officer should use discretion in this regard and report unusual circumstances to the Department (CA/OCS).

b. If the personal estate is small in size, the consular official usually requests that it be shipped to the post at the expense of the estate. The consular officer should request that the party who has custody of the effects include a list of the items that are shipped. Personal responsibility for the disposition of the items does not begin until the articles are in the actual possession of the officer.

c. If the personal estate is comprised of articles too bulky and too costly to ship to the Foreign Service post, the consular officer should request local authorities to safeguard the property until the officer or legal representative can travel to that area. Consular officers are reminded that when handling the personal effects of deceased U.S. citizens, unusual transportation or other special expenses incurred by officers or other employees of consular posts should not be borne by the U.S. Government (see 22 CFR 22.1, Item 93).

## **7 FAM 262.7 Property in Other Consular Districts**

*(TL:CON-63; 8-18-95)*

a. When the death of a citizen occurs in one district and the bulk of the personal estate is in another consular district, the consular officer in the district where the death occurred should notify not only the decedent's NOK, but also the consular officer in whose district the personal effects are located, so that appropriate measures can be taken to safeguard the personal estate (22 CFR 72.32). If a qualified legal representative is not present in either consular district, the personal effects should be taken into possession by both consular officers if effects are located in both districts and each officer should prepare an inventory of effects [see 7 FAM 263.1 ].

b. When documentary proof of entitlement [see 7 FAM 266.1 ] is furnished to one post, the consular officer should notify the other post by cable so that the legal representative will not be required to furnish duplicate documentation to the other post. Posts may use cash resources from the personal estate in either consular district to defray the costs of shipment of remains and estates-related expenses, provided authorization to do so has been received from the legal representative or where no NOK or legal representative can be established.

## **7 FAM 263 INVENTORY AND APPRAISAL**

## 7 FAM 263.1 Inventory Requirement

(TL:CON-63; 8-18-95)

a. 22 U.S.C. 4195 requires that, after taking possession of the decedent's personal effects, the consular officer make an inventory article by article and, with the assistance of two other persons, make a careful appraisal of the value of the effects [see 7 FAM 263.4]. They, along with the consular officer, sign the inventory and certify to its accuracy (22 CFR 72.35 and 72.36). A sample Inventory of Effects is shown as see 7 FAM 263 Exhibit 263.1. This exhibit contains 2 formats for an inventory either of which the post may use [see 7 FAM 266.7 (6) for purpose of format 2]. Posts are authorized to reproduce the inventory blank form locally.

b. The consular officer should prepare an inventory of effects whenever no qualified legal representative of the decedent is present in the consular district. Prompt action should be taken to inventory and appraise the effects in order to have a basis for guidance and instruction for the NOK. Prepare the inventory in quadruplicate, with additional copies made as necessary. It should contain the following elements:

(1) A statement in U.S. dollar value of the convertible assets, as of the date of the inventory. This category should include foreign and U.S. currency and redeemable negotiable instruments such as unused airline tickets.

(NOTE: A notation should be made on the inventory that the amount is subject to the exchange rate and any requisite exchange fees at the time of transaction);

and

(2) A list of all other items, in appropriate categories, taking into consideration the following factors:

(a) If a category or entry shown on see 7 FAM 263 Exhibit 263.1 is not applicable, insert "N/A" on the inventory of effects. The category of "perishable items" should appear on the inventory only if foodstuffs having commercial value are included in the personal estate in the officer's possession. (The consular officer should dispose of food having no commercial value.)

(b) If articles of used clothing have little or no local marketable value, list them as miscellaneous clothing. However, regardless of the value, articles of clothing, except those causing embarrassment or sorrow (such as extremely soiled or blood-stained garments), should be held pending disposition instructions from the legal representative.

*NOTE: Consular officers should consider holding certain badly soiled or damaged clothing that may have sentimental value to the relative such as a hand-knit sweater, scarf etc. These items should be cleaned or repaired to the extent possible especially if the soiling/damage was caused by the circumstances of death. Costs for cleaning and repair should be at the expense of the estate.*

(c) Other personal effects of little or no commercial value, such as rolls of film, medicines and toilet articles, should be listed as miscellaneous items and should not be disposed of or destroyed until specific instructions for their disposition have been received. If the cause of death is under investigation, it may become necessary for prescription drugs found among a deceased person's effects to be analyzed by local investigative authorities.

(d) Assign a value to every category of items shown in the inventory. If a category is considered to have no commercial value, list "nil".

c. List separately and describe completely all nonnegotiable instruments, such as traveler's checks, credit cards, and Treasury checks.

(1) If currencies are not convertible currency in the host country or if there are no local conversion facilities, the consular officer should list the currency under the category of "nonnegotiable" instruments.

(2) *Before including a balance shown in a bank book in the receipts column, confirm with the bank that the account is open/current and the amount shown in the book is accurate.*

(3) Include Treasury checks on the inventory, regardless of the date of issue. Checks issued prior to the payee's death may be returned to the issuing agency, in which case the consular officer should urge the legal representative to contact the appropriate Federal agency to obtain instructions for filing a claim for the payment of benefits to which the beneficiary may be entitled. Return to the issuing agency all checks dated after the payee's death. Refer to (see 7 FAM 500 , Federal Benefits for U.S. Citizens Abroad, for further guidance. The decedent's file should include a copy of the transmittal document returning Treasury checks to the issuing agency.

d. The inventory should include the following certification above the signatures of the consular officer and the two persons who assisted in the preparation:

*CERTIFICATION: We have examined the above-listed articles and we believe that the value placed after each article is a fair valuation, made to best of our ability, based on their local market value.*

e. In every case, the consular officer and the two persons who assisted in taking the inventory and its appraisal are to sign and date the inventory-original and each copy.

## **7 FAM 263.2 Inventory in Multiple Death Case**

(TL:CON-63; 8-18-95)

a. Sometimes in the case of multiple deaths it is not possible to identify all of the effects as the property of a particular individual. In such event, the consular officer should prepare a separate inventory of the unidentified effects, so that possible claimants may review the descriptions of those items with a view toward an amicable disposition of them. The names of all of the decedents should appear on the joint inventory to reflect that the articles have not been segregated as belonging to a particular decedent.

b. The joint inventory should describe in as much detail as possible each unidentifiable item that has intrinsic value. It is generally best not to include items of nominal value which may cause embarrassment or added sorrow to relatives. Such items would include, but are not limited to, burned, bloodstained, mutilated, obnoxious, or obscene items.

c. *Send a letter with the joint inventory and/or separate inventory which includes a statement indicating that an agreement among legal claimants on the disposition of items listed on the joint inventory must be reached before any items are released. When all effects have been properly identified, a new inventory should be prepared for each decedent.*

## **7 FAM 263.3 Distribution of the Inventory**

(TL:CON-63; 8-18-95)

The consular officer distributes the inventory, with an accompanying letter [see sample, 7 FAM 260 Exhibit 263.3 ], in the following manner:

(1) Submit the original to the Department, ATTN: CA/OCS, under cover of a transmittal slip, memorandum, or other communication of record;

(2) Retain one copy in the consular office files;

(3) Send two copies to the legal representative (one to return to the consular officer with items designated to be sent to the legal representative or some other disposition including written instructions regarding the remaining effects; and one to be retained by the legal representative) (22 CFR 72.36).

(4) Send one copy to the General Accounting Office (GAO) if a disagreement exists between claimants, or if a claimant cannot establish entitlement [see 7 FAM 266.5 through 7 FAM 266.7 ].

## **7 FAM 263.4 Appraisal of Effects**

*(TL:CON-63; 8-18-95)*

a. The personal effects should be appraised by the consular officer on the basis of their local market value in dollars as of the date of the inventory (22 CFR 72.35). Take care not to overestimate or underestimate the value of any item. If the effects include articles of considerable value, such as rare coins, expensive jewelry, a stamp collection, objects of art, or items of possible historic or scientific value, the consular officer may consider using the services of a professional appraiser at the expense of the estate or legal representative.

b. Whenever the services of a professional appraiser are used, the consular officer must obtain from the appraiser a statement showing the appraised value of each article and a receipt for payment of the appraisal expenses. Include these documents in the estate file of the decedent.

## **7 FAM 264 FINANCIAL TRANSACTIONS**

### **7 FAM 264.1 Payment of Decedent's Debts**

*(TL:CON-63; 8-18-95)*

a. The consular officer should pay debts of the decedent which the consular officer is reasonably certain are legitimately owed (e.g. evidenced by a written document such as a bill, lease or demand) in the country in which the decedent was residing at the time of death, out of the cash resources of the personal effects taken into possession by the consular officer (22 CFR 72.39). Cash resources do not include traveler's checks or deposits in financial institutions in the foreign country. Consular officers should request specific instructions from the Department (CA/OCS) before attempting to obtain a refund of the traveler's checks.

b. Debts may include hotel, hospital, and doctor's bills, as well as expenses incidental to the disposition of the remains and the decedent's personal effects. A claim for damages for a negligent or wrongful act of the decedent is not a debt to be paid by the consular officer unless it has been decreed by a court to be a debt of the decedent. Refer any doubtful claim against the estate to the legal representative or other person authorized to handle the claim. Consult the Department if problems arise or guidance is needed.

c. When the cash resources of the personal estate are not sufficient to pay legitimate debts, the consular officer should endeavor to obtain sufficient funds from the legal representative. If sufficient funds cannot be obtained from the legal representative or NOK, the consular officer should sell at auction such portion of the personal estate on hand as may be necessary to pay the legitimate debts [see 7 FAM 264.2 ].

d. Articles which are most marketable and, at the same time, least likely to be desired by the heirs of the decedent, should be sold first. Jewelry, heirlooms, and articles which may have sentimental value to relatives should be sold only in case of necessity, and in the order suggested above. Prior to such sale, a next of kin or legal representative should be notified of the proposed sale and should be afforded an opportunity to buy the items or make other arrangements for paying the expenses of the estate.

e. If the consular officer must sell a motor vehicle, aircraft, or water craft, the officer must ensure compliance with applicable registration requirements so that a good title is passed to the purchaser. A complete record of all sales transactions, such as the local advertisement, and bills of sale, should be made a part of the decedent's file. If there is uncertainty on how to proceed in these cases, contact CA/OCS.

## **7 FAM 264.2 Methods of Disposing of Estate Assets When Necessary**

*(TL:CON-63; 8-18-95)*

a. A newspaper advertisement, written requests for bids from interested parties, or the services of a professional auctioneer may serve the purpose of ensuring an impartial sale when a consular officer must dispose of the assets of an estate. If the value of the estate does not justify the expenditure for the services of a professional auctioneer, the consular officer should solicit bids by placing notices on public bulletin boards if available.

b. If no bids are received within a specified period of time, the consular officer may either donate to a charitable organization or destroy articles having no commercial or sentimental value, such as used clothes. Include in the estate file a memorandum noting that no bids for such items were received.

## **7 FAM 265 FINAL STATEMENT OF ACCOUNT AND DISPOSAL OF REMAINING FUNDS**

### **7 FAM 265.1 Purpose**

*(TL:CON-63; 8-18-95)*

The Final Statement of Account serves to document financial transactions for the disposition of the remains as well as the disposition of personal effects. The statement should clearly describe the assets received and the manner in which the assets have been disposed of or disbursed. It should be fully reconciled and accurate financially; that is, total receipts must equal total disbursements; express all entries in the equivalent of U.S. dollars (22 CFR 72.50 & 72.51).

### **7 FAM 265.2 Preparation of Final Statement of Account**

*(TL:CON-63; 8-18-95)*

a. Prepare the final statement in triplicate with additional copies, as necessary. The original and all copies must be signed, sealed, and dated. A sample form is shown in (see 7 FAM 265 Exhibit 265.2. Posts are authorized to reproduce this form locally.

b. Include in the receipt column the amount of the trust fund established in CA/OCS for preparation and disposition of the remains if the depositor is also the legal representative receiving the Final Statement of Account. Also show in the receipts column of the final statement funds sent directly to the post by a depositor next of kin for preparation and shipment of the remains and for payment of local debts, such as hospital and hotel bills. Do not use a trust fund established solely for disposition of the remains to pay other debts or for any other purpose, unless the depositor authorizes the consular officer to use remaining funds for other purposes, such as to defray hospital and hotel bills.

c. Under convertible assets of the Inventory of Effects [see 7 FAM 260 Exhibit 263.1 ] include funds for disposition of the remains and for payment of local debts, such as hospital and hotel bills, which are sent directly to the post rather than through the Department. OCS/Trust funds should be deposited in the post's Suspense Deposits Abroad (SDA) account. Consult with the post budget and fiscal officer about the use and operation of the SDA account and review (see 4 FAM 396.3-4 .)

d. Funds that are sent to the post and deposited in the SDA account to be used to pay for a particular expense should not be commingled with currency found among the personal effects, unless the depositor of these funds and the person who is entitled to receive the effects are one and the same. A suspense account, like trust accounts, should not be used to pay debts that are not identified by the depositor for payment by the consular officer.

e. If a balance remains in the depositor's account after all specified debts have been paid, a U.S. Treasury check or commercial dollar instrument payable to the depositor(s) is issued by the budget and fiscal officer. Under no circumstances should the consular officer use a personal check. The balance of currency found among the effects and funds from redeemed negotiable instruments, if not used to pay local debts, should also be converted to dollars in the form of a U.S. Treasury check or commercial instrument payable to the legal representative. Any conversion fees should be deducted from the estate. If the depositor and the legal representative are one and the same, a single check may be issued.

*NOTE: Redeem airline tickets within a year of issuance, if possible, or before the expiration date.*

f. If the post is not authorized to issue U.S. Treasury checks, and the Regional Finance Center is requested to do so, the Center should be given specific instructions to return the processed check to the post, not to the payee.

*NOTE.* Make sure that the Treasury check is mailed to the legal representative with the Final Statement of Account, not separately. Unless the check is accompanied by the Final Statement of Account, which indicates the manner in which funds were used, recipients of checks will have no accurate record to support a claim against the decedent's personal estate.

## **7 FAM 265.3 Distribution of Final Statement of Account**

(TL:CON-63; 8-18-95)

The consular officer distributes the Final Statement of Account as follows:

(1) The original is submitted to the Department, *ATTN: CA/OCS*;

(2) One copy is retained in the estate file at the post; and

(3) One copy is sent to the legal representative. *If someone other than the legal representative provided funds for use by the consular officer in disposing of the estate, that person should also get a copy (22 CFR 72.51).*

# **7 FAM 266 RELEASE OF ESTATE**

## **7 FAM 266.1 Documents Necessary for Release**

*(TL:CON-63; 8-18-95)*

The consular officer should release the personal effects of a decedent only to a person who by virtue of court appointment or relationship is entitled to receive them. When the value of the estate is negligible, it may not be necessary to initiate probate proceedings. The decision about filing to probate the estate is one solely for the legal representative or NOK to make. Some states provide for relief from the probate of an estate when the assets or property do not exceed a certain value. When there is no dispute between potential claimants, satisfactory proof of entitlement may be established by a certified copy of Letters Testamentary, Letters of Administration, or an Affidavit of Surviving Spouse or Next of Kin if the estate is of minimal value (generally interpreted as less than \$1000.00). Letters Testamentary and Letters of Administration are evidence of the right of the fiduciary to take possession of the personal estate and are superior to an Affidavit of Surviving Spouse or Next of Kin (22 CFR 72.44).

## **7 FAM 266.2 Letters Testamentary and Letters of Administration**

*(TL:CON-63; 8-18-95)*

Letters Testamentary and Letters of Administration are issued by courts that have probate jurisdiction throughout the United States. Persons who seek authority to act as executors or administrators petition the court for letters which may vary slightly in form from jurisdiction to jurisdiction. See examples in (see 7 FAM 266 Exhibit 266.2 , pages 1 and 2.

## **7 FAM 266.3 Affidavit of Surviving Spouse or NOK**

*(TL:CON-63; 8-18-95)*

a. When a person dies intestate (without a will) and the personal estate in the consular officer's possession consists only of clothing and/or other articles of minimal value, or in cases where the consular officer is fully satisfied of the legal right of the claimant and the value of the estate does not warrant the expense of probate proceedings, the consular officer may accept an affidavit from the decedent's surviving spouse or next of kin as satisfactory evidence of entitlement. The affidavit should be sent to the consular officer or to the Department. Distribution should not be made solely on the receipt of a faxed copy. When the affidavit lists multiple claimants who have an equal degree of kinship to the deceased such as siblings, the consular officer must obtain notarized statements from each agreeing to the disposition instructions or authorizing one to act on behalf of all as legal representative for the estate. For guidelines as to the order of succession in intestate cases, refer to the section of the law digests in the Martindale-Hubbell Law Directory.

b. If requested, consular officers may forward a blank affidavit as a sample of acceptable documentary evidence to the surviving spouse and probable heirs for consideration. A completed sample affidavit appears as (see 7 FAM 266 Exhibit 266.3 . Adapt the form as necessary and reproduce it locally.

## **7 FAM 266.4 Shipment of Effects to the United States**

*(TL:CON-63; 8-18-95)*

a. *In every case in which a deceased U.S. citizen's effects are shipped to the next of kin or legal representative outside the consular district where the death occurred, prepare and send with the shipment a letter of sympathy which offers further assistance. The letter should be prepared on post letterhead and signed by the head of the consular section. It should be individually prepared and not a pre-printed form. Posts may find it necessary, in some cases (particularly major disasters), to send several shipments at different times. In that event, a short individually prepared follow-up letter should accompany each shipment. Posts may use the language samples given in (see 7 FAM 266 Exhibit 266.4a modified appropriately).*

b. The personal effects of U.S. citizens who die in other countries are exempt from duty when imported into the United States or its insular possessions, provided that title at the time of importation is in the estate of the deceased U.S. citizen (19 U.S.C. 1202, Schedule 8, Part 2, Subpart A, Item 815). This provision of the law does not apply to the Virgin Islands, American Samoa, Wake Island, Midway Islands, Kingman Reef, Johnston Island, and the island of Guam, because the laws and regulations applicable on these islands control there.

c. When the consular officer is requested to ship the effects of a personal estate in the officer's possession to the United States, the officer should deliver them to a forwarding company selected by the legal representative or NOK with the assistance of the consular officer. To facilitate clearance by U.S. Customs, the consular officer must prepare a consular certificate of personal effects to accompany the personal effects, identifying the estate and indicating the number of containers (parcels, boxes) covered by the certification [see 7 FAM 266 Exhibit 266.4c ].

d. If the entire shipment is covered by a single bill of lading, a certificate attached to the original bill of lading covering the shipment will suffice; otherwise, a certificate should accompany each parcel, box, or case. Extra copies of a bill of lading can serve as a receipt from the forwarding company. Attach one copy of the bill of lading to the Final Statement of Account and retain one copy in the estate file at post (22 CFR 72.45).

e. If the value of the estate warrants shipment by registered or insured parcel post, or by other safe means covered by receipt, the estate may be shipped in this manner. Jewelry and other valuables should be packed separately in an envelope or box and sent by insured parcel post, if possible.

f. In countries where the postal system is unsafe, the estate may be sent to the legal representative by registered pouch through the Department.

## **7 FAM 266.5 Responsibility in Case of Disagreements**

*(TL:CON-63; 8-18-95)*

a. Responsibility for the resolution of conflicting inheritance claims rests with the contending parties. Neither the consular officer nor the Department has the authority or responsibility to mediate or determine the validity or order of contending claims. If multiple claimants demand delivery of the personal estate in the consular officer's possession, the officer should not deliver the estate to any claimant until an agreement in writing has been reached or until the dispute is settled by a court of competent jurisdiction. The consular officer should encourage the claimants to make all possible efforts to resolve the dispute within one year from the date of the decedent's death, and inform them that steps will be taken after that time to transfer the estate to the General Accounting Office (GAO).

b. If after one year from the decedent's death, the disputed claims have still not been resolved, the consular officer should officially notify the claimants in writing that the entire estate will be transferred to the GAO after all effects except jewelry, heirlooms, and items of sentimental value have been sold. (The written notice might explain that GAO has established rules under which it will not accept certain items, thus requiring them to be liquidated before the estate is transmitted to it.) The consular officer should establish a fixed date when this will occur and include it in the notice. Then, on or shortly after that date unless the disputed claims are resolved, the estate should be disposed of as provided in see 7 FAM 266.7 (22 CFR 72.46).

## **7 FAM 266.6 Responsibility in Unproved Estate Cases**

(TL:CON: -63; 8-18-95)

*22 CFR 72.47 provides that if the evidence of a claimant's right to receive an estate is not sufficient to relieve the consular officer of the responsibility to act as provisional conservator, the consular officer may elect a period of time, not less than one year from the date of the decedent's death, within which settlement must be effected. If after one year from the decedent's death, claimant has not submitted sufficient evidence to receive the estate, the consular officer should establish a fixed date when the estate must be settled and notify the claimant in writing that, if not settled by this date, the entire estate will be transferred to the GAO after all effects except jewelry, heirlooms, and items of sentimental value have been sold. If the claim is still unproved at the end of the set time period, the consular officer should dispose of the estate as provided in see 7 FAM 266.7 .*

## **7 FAM 266.7 Disposal of Unclaimed or Unsettled Estates**

(TL:CON-63; 8-18-95)

*If, after one year from the decedent's death, the consular officer has exhausted all reasonable means to locate the NOK or the time period set for settlement has expired in a disputed or unproved estate [see 7 FAM 266.5 and 7 FAM 266.6 ], the consular officer should take the following actions before transferring the residue of the personal estate to the General Accounting Office:*

*(1) After notification in writing to all interested parties, sell at auction, or other prescribed manner, for the best possible price all personal effects, including effects not previously taken into physical possession, except jewelry, heirlooms, nonnegotiable instruments, articles of sentimental value, or personal documents [see 7 FAM 264.2 ]. Consular officers should seek the Department's guidance if uncertain about taking an action in cases where entitlement to the estate is in dispute.*

*(2) Donate to a charitable organization or destroy any effects that have no sentimental or local market value.*

*(3) If the effects not previously taken into custody include motor vehicles or other similar items, take care to ensure that title to the property was registered in the decedent's name and that applicable registration requirements are met in order to pass good title to the subsequent purchaser.*

*(4) Include in the records of the estate sale all documentation that will provide a complete record of transactions, including all sales materials and copies of bills of sales, receipts from charitable organizations, and a list of items destroyed, if any.*

*(5) Convert proceeds from the sale or disposition of the estate to a U.S. Treasury check payable to the General Accounting Office (GAO) [see 7 FAM 266.8-2 (4)].*

*(6) Annotate the Inventory of Effects to indicate the final disposition of all effects. The sample format shown in (see 7 FAM 263 Exhibit 263.1 (page 3) may be used if desired or posts may simply make a legible notation of the disposition beside each item on the inventory.*

*(7) Amend the Final Statement of Account, if necessary, to accurately reflect the final disposition of all effects.*

## **7 FAM 266.8 Transfer of Estate to GAO**

## **7 FAM 266.8-1 GAO Concerns**

(TL:CON-63; 8-18-95)

a. *The GAO, as the conservator in the United States of unclaimed estates (see 22 U.S.C. 4195), has the same basic concerns as the post: safeguarding the estate, locating the NOK, disposing of the estate, and keeping an accurate record of all transactions. The GAO has the added concern of exercising certain formal controls over high-value estates (see 7 FAM 266.8-4b .). The GAO holds all unclaimed estates sent to it from overseas for 6 years. During that time additional attempts are often made to locate the NOK, using various sources, beginning with the papers found among the effects. It is important that all the decedent's personal papers be sent to the GAO for review and that the post indicate in a covering memo actions already taken to find the NOK so that efforts will not be duplicated.*

b. *If after six years the NOK is not located by the GAO, the estate is disposed of either by sending it to the state of the decedent's last known residence or, if the last residence is unknown, selling at auction any remaining items of value and transmitting net receipts to the Department of Treasury. All other items are destroyed. Unless the inventory of the estate assets and the final account are in balance, the GAO has advised the Department that it will not accept the unclaimed property of the estate.*

## **7 FAM 266.8-2 Articles to Transfer**

(TL:CON-63; 8-18-95)

*In general, posts should liquidate as many of the assets of an unclaimed estate as possible before transmission to the GAO [see 7 FAM 266.7 ]. Wearing apparel, luggage and other miscellaneous effects should not be transmitted. Unsaleable items of this nature should be donated to a charitable organization or destroyed at post. The only articles that should be sent to the GAO are:*

(1) *Personal papers. This includes items of value such as money market certificates, bank books, deeds, and unredeemed airline tickets, as well as items which would assist in locating the NOK such as identification documents, and diaries. Consular officers should note legibly the address of the financial institution on any bank book, certificate of deposit or other item if it does not appear.*

(2) *Jewelry, heirlooms and items of sentimental value such as photographs and letters.*

(3) *Items of significant value which were not sold at auction or by other means. These should be few in number as most assets of this nature should be sold before transmission to the GAO.*

(4) *Treasury check (dated within a month of shipping time) made payable to the GAO. This will include money found with the effects (including foreign money converted to U.S. currency minus any conversion fee), proceeds from the sale of effects, and refunds from redeemed assets such as airline tickets.*

## **7 FAM 266.8-3 Accompanying Documents**

(TL:CON-63; 8-18-95)

*When the residue of a personal estate is being transmitted to the GAO, the documents listed below should accompany the shipment. Copies of the documents should also be sent to the Department (CA/OCS) in a separate envelope.*

- (1) *Report of Death on form OF-180 [see 7 FAM 231 ];*
- (2) *Inventory of Effects, annotated to show their disposition, clearly indicating items forwarded to the GAO and their assigned value;*
- (3) *Final Statement of Account. This account should accurately record the disposition of all items included in the original inventory; and*
- (4) *Accompanying Memorandum. The memorandum should list the last known address of the deceased and the source of this information. It should also describe the efforts made by the consular officer to locate and deliver the personal effects to a legal representative or other authorized person. Copies of any correspondence or other documents which relate to these efforts should be attached to the memorandum sent to the GAO.*

## **7 FAM 266.8-4 Method of Transmission**

*(TL:CON-63; 8-18-95)*

### *a. General Procedures for All Estates*

*(1) Send all unclaimed estates to the GAO directly by mail or APO, if available. Do not send them through the Department. The mailing address for the GAO is:*

*Conservator, Office of General Counsel  
Room 7492  
U.S. General Accounting Office  
441 G Street NW  
Washington, D.C. 20548*

*(2) An exception can be made to this procedure if the local mail system is deemed unsafe. In those cases, the estate should be transmitted through registered pouch to the Department CA/OCS for transfer to the GAO. Regardless of the method of transmission, a separate set of the accompanying official documents should be sent to CA/OCS [see FAM07-0266.8-3]. These documents are needed for control and record purposes. Prior to sealing the estate parcels, consular officers should make a final check of the inventory to ensure that it accurately reflects the contents.*

### *b. Additional Procedures for High-Value Estates*

*Certain controls have been instituted at the GAO for unclaimed estates of high value, defined as personal effects, exclusive of paper assets, with a total estimated value of \$2,500.00 or greater. Paper assets such as checks or bonds are not to be considered in computing the value. (NOTE: Bank books are not considered paper assets and can be included in computing the value of the estate if the amount in the account is confirmed.) The GAO requires that high-value estates sent from posts abroad be opened for examination upon arrival in the presence of two witnesses; a representative from the GAO and a representative from the Department. When the GAO receives such an estate, it will arrange for a Department representative to act as a witness.*

### *c. Designating High-Value Estates*

*Since the witnesses must be present when these estates are opened, posts must designate high-value estates by affixing a sealed envelope containing a memorandum to the outside of the estate parcel(s). The envelope should show the GAO address only and not indicate the contents. The memorandum should refer to this instruction, state the estimated value of the estate, and advise the number of parcels included in the estate. These estates may be transmitted to the GAO by insured mail or APO. If local mail is deemed unsafe, the estate may be sent by registered pouch to the Department for delivery to the GAO.*

## **7 FAM 267 FEES**

*(TL:CON-63; 8-18-95)*

With the exception of unusual travel or other special expenses, no fees are prescribed in the Tariff of Fees for services in connection with the estate of a deceased citizen. See the Schedule of Fees for Consular Services, items 70, 73 and 93 on "decedents and decedent's estates," found in 22 CFR 22.1, and in reprint FS-425, Schedule of Fees for Consular Services, which is available from the Bureau of Consular Affairs (CA/EX/GSD).

## **7 FAM 268 PERSONAL ESTATE ACTION SUMMARY**

*(TL:CON-63; 8-18-95)*

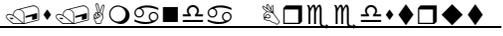
Consular officers may find a summary record on the disposition of personal estates to be a useful tool [see 7 FAM 260 Exhibit 268 ]. This sample provides a systematic approach to handling personal estate cases. Although not mandatory, use of the summary is recommended, because consular officers are frequently asked to furnish such information. It is suggested that a copy of the list be attached to the inside front cover of each consular officer's estate folder for ready reference.

## **7 FAM 269 UNASSIGNED**

# 7 FAM 261 Exhibit 261.2c

(TL:CON-63; 8-18-95)

## SAMPLE OF A RECEIPT OF TRANSFER OF ACCOUNTABILITY FROM ONE CONSULAR OFFICE TO ANOTHER

RECEIPT	
TRANSFER OF ACCOUNTABILITY FROM ON CONSULAR OFFICE TO ANOTHER	
The receipt should be prepared in triplicate and disposed of as follows: a. The original placed in the estate file at the post; b. The duplicate retained by the departing officer; and c. The triplicate forwarded to the Department (CA/OCS).	
FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN <i>THE TRANSFERRING CONSULAR OFFICER BEING HELD PERSONNALLY LI- ABLE FOR THIS ESTATE.</i>	
Place: <u>Lima, Peru</u>	
Date: <u>December 1, 1993</u>	
Received from <u>John S. Sanchez, Consul</u> , (Name & Title of Departing Consular Officer)	
as provisional conservator, the personal estate held in the American <u>Embassy Lima</u> (Name of Post)	
and covered by inventory dated <u>September 22, 1993</u> , of <u>David N. Peterson</u> (Date) (Name of decedent)	
a U.S. citizen who died on <u>September 15, 1993</u> at <u>Trujillo</u> <u>Peru</u> .	
The cash balance due the estate as of today's date, in the amount of U.S. <u>\$198.00</u> , is deposited in <u>Suspense Account No. 13564</u> (Name of the account and number, if any, where funds have been deposited. Consult with budget and fiscal officer for this information if not in estate file.)	
 (Signature of succeeding Consular Officer)	
(SEAL)	<u>Consul</u> (Title of Officer)

## 7 FAM 261 Exhibit 261.2d

### SAMPLE OF A FLYER “INFORMATION CONCERNING THE PERSONAL ESTATE OF A DECEASED U.S. CITIZEN”

#### INFORMATION CONCERNING THE PERSONAL ESTATE OF A DECEASED U.S. CITIZEN

The authority and responsibilities of a U.S. consular officer concerning the personal estate of a citizen who dies abroad or who resided abroad at the time of death are based on U.S. laws, treaties, and international practice. They are subject to the consent of local authorities in the foreign country concerned.

#### Notification of Next of Kin

When a U.S. citizen dies abroad, and no legal representative is present in the country at the time of death, the consular officer usually notifies the decedent's next of kin by telephone, followed by a telegram or FAX. On the basis of instructions received from the legal representative or other qualified party, the consular officer arranges for the disposition or remains.

#### Provisional Conservator of the Estate

The consular officer also, in the absence of a legal representative, acts as provisional conservator of the decedent's personal effects, after receiving them from police officials, hospital authorities, tour managers, or other persons who have had temporary custody of the effects.

The consular officer usually takes physical possession of the convertible assets, luggage, wearing apparel, jewelry, articles of sentimental value, nonnegotiable instruments, personal documents, other miscellaneous effects. The consular officer has no authority to withdraw funds from bank accounts in foreign countries or to obtain the face value of traveler's checks.

If the personal effects are not located within a reasonable distance from the Foreign Service post, the consular officer will request the temporary custodian of the effects to send them to the post at the expense of the estate or of the legal representative. The U.S. Government has no independent authority to pay for any expenses incurred relating to the effects of a deceased private citizen.

Large bulky articles found in residences and apartment buildings are seldom taken into actual possession by the consular officer. However, reasonable steps are taken to ensure that the effects are adequately safeguarded until arrangements for disposition can be made by the legal representative.

The responsibilities of a consular officer as provisional conservator included taking possession of, inventorying and appraising the personal effects, paying local debts such as hospital and hotel bills from funds available in the estate or from funds received from the legal representative, and delivering the effects to the person who is entitled to receive them.

Entitlement to Receive Personal Estate

The consular officer does not establish the ownership of nor entitlement to the personal estate of the person(s) who will receive it in the absence of presentation of proof of entitlement by the potential legal claimant. Dependent on the value of the estate and whether there is a disagreement among claimants, the consular officer may require that a document under the seal and signature of a court official be submitted to establish a claimant's proof of entitlement to receive the effects. Satisfactory proof may take the form of "Letter Testamentary", which are generally issued by a U.S. court when a person has left a valid will, or "Letter of Administration", which are issued by a U.S. court when a person dies without a will or leaves no valid will. In most cases, when the monetary value of the personal estate is small, an affidavit of surviving spouse or next of kin, is sufficient to effect the release of the personal estate.

Shipment of Personal Effects

After the personal effects have been inventoried and documentary proof of entitlement has been furnished, the consular officer requests instructions from the claimant regarding shipment of the effects. Because of the high costs of shipment, many persons instruct the consular officer to ship only items of commercial and sentimental value and to donate the remaining effects to a local charity or to dispose of them in another manner.

In some instances a forwarding company in the foreign country must be selected by a legal claimant to ship the effects to a designated address. It is the responsibility of the forwarding company to obtain the necessary customs clearance from the country of departure. Additional customs clearance required by the United States at the port of entry is the responsibility of the person receiving the effects.

# 7 FAM 262 Exhibit 262.2

(TL:CON-63; 8-18-95)

## SAMPLE OF A RECEIPT: TRANSFER OF CUSTODY OF PERSONAL ESTATE FROM HOST COUNTRY OFFICIAL TO CONSULAR OFFICER

RECEIPT:

TRANSFER OF CUSTODY OF PERSONAL ESTATE  
FROM HOST COUNTRY OFFICIAL TO CONSULAR OFFICER

Rio de Janiero, Brazil

(Place)

March 14, 1994

(Date)

Today I received from Mario da Silva, Assistance Chief, 16th Police Precinct  
(Name and title of host country official)

in Rio de Janiero (a) the personal estate, held in the Hotel Casablanca ,  
(Location)

and (b) the attached list of effects, dated March 13, 1994 , of

Humberto Sanchez , a United States citizen who died on  
(Name of decedent)

March 12, 1994 at Rio de Janiero , Brazil .  
(Date) (City) (Country)

/s/ [Signature]  
(Signature of consular officer)

(SEAL)

Geraldine Schwartz  
(Typed name of consular officer)

Vice Consul  
(Title of consular officer)

DISCHARGE STATEMENT

VENUE

Federative Republic of Brazil )  
 (Country) )  
 )  
Rio de Janiero )  
 (State, Province, etc.) )  
 )  
Rio de Janiero )  
 (City) )  
 )  
Consul General of the )  
United States of America )

I, Maria Sanchez hereby release  
 (Name of legal representative)

Geraldine Schwartz from any responsibility  
 (Name of consular officer)

for the personal estate of the late Humberto Sanchez received on  
 (Name of the decedent)

March 14, 1994 from Maria da Silva,  
 (Date) (Name and title of host country)

Asst. Chief, 16th Police Precinct, in Rio de Janiero.  
 (official)

/s/ [Signature]  
 (Signature of affiant)

Widow  
 (Relationship to decedent)

I certify that on this day the individual identified as the affiant appeared before me and,  
 being duly sworn, made the statement above.

/s/ [Signature]  
 (Signature of consular officer)

(SEAL)

Vernon Manning  
 (Typed name of consular officer)

Vice Consul  
 (Title)

March 14, 1994  
 (Date)

# 7 FAM 263 Exhibit 263.1

(TL:CON-63: 8-18-95)

## SAMPLE OF AN INVENTORY OF EFFECTS

PAGE 1 OF 2

AMERICAN EMBASSY at ATHENS

INVENTORY OF EFFECTS

ESTATE OF James DONALDSON

DATE OF DEATH August 30, 1993

QUANTITY	DESCRIPTION OF EFFECTS	VALUE IN U.S. \$
	<u>CONVERTIBLE ASSETS</u>	
4407	Greek drachmas found with effects	*\$ 90.00
	U.S. currency found with effects	2.07
	<u>LUGGAGE</u>	
1	Blue cloth suitcase	10.00
1	Blue "Insight" carry-on	15.00
	<u>WEARING APPAREL</u>	
	Beige "Mountain Goat" ski jacket	15.00
1	Long sleeve sweater: brown, green, red	nil
3	Miscellaneous clothing	nil
	<u>MISCELLANEOUS PERSONAL EFFECTS</u>	
1	Black vinyl toilet kit with miscellaneous contents	nil
1	Blue "Jacques Bloumel" wallet with identification cards and photographs	nil
	Other miscellaneous effects of no local market value	nil
	<u>JEWELRY AND ARTICLES OF SENTIMENTAL VALUE</u>	
1	"Seiko" quartz wristwatch, yellow-colored band	15.00
1	Yellow-colored wedding band marked "10-K"	5.00
1	Diary	nil
	AMOUNT CARRIED FORWARD	\$125.07
	<i>*Subject to exchange rate at time of transaction</i>	
	CERTIFICATION: <i>We have examined the above listed articles and we believe that the value placed after each article is a fair valuation, made to the best of our ability, based on their local market value.</i>	
DATE	SIGNATURE	TITLE
September 9, 1993	/s/ [Signature]	Vice Consul
September 9, 1993	/s/ [Signature]	Admin. Officer
September 9, 1993	/s/ [Signature]	FSN

AMERICAN EMBASSY at ATHENS  
INVENTORY OF EFFECTS  
ESTATE OF James DONALDSON  
DATE OF DEATH August 30, 1993

QUANTITY	DESCRIPTION OF EFFECTS	VALUE IN U.S. \$
	subtotal from page 1	\$ 152.07
	NONNEGOTIABLE INSTRUMENTS	
1	American Express Card; #8831-208841-71007	nil
1	First Card Visa Card: #6550-481-432-441	nil
8	Thomas Cook travellers checks L-71314693/L-71314700	160.00
1	Madison National Bank International Branch, 1800 G Street N.W., Wash. D.C. bankbook Showing balance as of June 30, 1993	300.00
1	Jefferson Federal Savings and Loan Association Passbook #4987602; main office, 17th \$ Daubville, Milwaukee, WI showing balance as June 22, 1993	3,000.00
1	Treasury check no. 3,181,745293 for VA benefits, payable to James Do- naldson dated August 31, 1993 (re- turned to Treasury disbursing of- fice, Chicago, IL 9/8/93)	395.00
	Subtotal nonnegotiable instruments	3,855.00
	Subtotal from page 1	152.07
	TOTAL	4,007.07

CERTIFICATION: *We have examined the above listed articles and we believe that the value placed after each article is a fair valuation, made to the best of our ability, based on their local market value.*

DATE	SIGNATURE	TITLE
September 9, 1993	/s/ [Signature]	Vice Consul
September 9, 1993	/s/ [Signature]	Admin. Officer
September 9, 1993	/s/ [Signature]	FSN



## 7 FAM 263 Exhibit 263.3

(TL:CON-63; 8-18-96)

### SAMPLE LETTER TO ACCOMPANY INVENTORY OR EFFECTS

EMBASSY OF THE  
UNITED STATES OF AMERICA  
ATHENS, GREECE

September 12, 1994

*Mr. Carl Murray  
8430 Elgan Street  
Ringoos, New Jersey  
08551*

Dear *Mr. Murray*:

We wish to express our deepest sympathy in the loss of your *wife* and offer our assistance at this sad time. *(If applicable: We have completed the Foreign Service Report of Death for your wife and are enclosing six copies for your use. The original is being forwarded to the Department of State in Washington, D.C. If you need additional copies, you may obtain them from: Passport Services, Correspondence Branch, Suite 510, 1111 19th Street, N.W., Washington, D.C. 20522-1705.)*

Enclosed, in duplicate, is the inventory of your *wife's* effects which we have taken into custody for safekeeping. Whenever consular officers take possession of personal effects of deceased U.S. citizens, the officers are required by U.S. law, before releasing the effects, to satisfy themselves as to the right of persons claiming such effects to receive them. Satisfactory evidence of a person's entitlement to the personal effects is normally supplied in the form of Letters Testamentary if the deceased left no will.

Under the circumstances of your *wife's* death, it is believed that an affidavit executed by you will be sufficient evidence of your right to receive *her* effects. A blank affidavit form is enclosed for your use. *You may wish to consult a private attorney before signing this affidavit.* As soon as we receive your completed affidavit we will send you *the effects you desire.*

When returning the affidavit, please provide instructions for the disposition of your *wife's* effects in our possession. You may prefer to simply return one of the copies of the inventory of effects, designating those items you wish to receive and adding instructions for the remaining items. Many relatives of deceased U.S. citizens find transportation expenses prohibitive and choose to donate clothing, luggage and other items to charitable organizations in Greece.

Should you wish further information about your wife's effects please do not hesitate to contact me or the Department of State in Washington, D.C. on (202) 647-5226.  
*Again, we would like to express our condolences and assure you of our desire to help you in any way we can.*

Sincerely,

  /s/ 

Gerald B. Hammond  
American Consul

Enclosures:

- (1) Report of Death (6 copies) (if applicable)
- (2) Affidavit of Surviving Spouse or Next of Kin
- (3) Inventory of Effects (2 copies)

# 7 FAM 265 Exhibit 265.2

(TL:CON-63; 8-18-95)

## SAMPLE OF A FINAL STATEMENT OF ACCOUNT

PAGE 1 OF 3

AMERICAN EMBASSY at ATHENS

INVENTORY OF EFFECTS

ESTATE OF James DONALDSON

DATE OF DEATH August 30, 1993

	RECEIPTS (Value in U.S. \$)	DISBURSEMENTS (Value in U.S. \$)
4407 Greek drachmas found with effects	\$90.00	
U.S. currency found with effects	2.07	
Inventory value of luggage, wearing apparel, miscellaneous personal effects, jewelry and articles of sentimental value	60.00	
Inventory value of non-negotiable instruments	3,855.00	
Received from Janet Donaldson, 1375 Logan St., Milwaukee, WI via OCS trust account no. 370829 for disposition of remains	3,000.00	
Money order sent directly to post from Janet Donaldson for payment of hotel and hospital bills	439.00	
TOTAL RECIEPTS	7,466.07	
= = = = =	= = = =	= = = = =
Hotel Expenses		\$ 350.00

EXCHANGE RATE \$1.00 EQUALS 48.97 drachmas

         /s/



(SEAL)



October 30, 1993

Date

Gerald B. Hammond, Consul  
Signature and Typed Name and  
Title of Consular Officer Com-  
pleting Report

AMERICAN EMBASSY at ATHENS

## INVENTORY OF EFFECTS

ESTATE OF James DONALDSONDATE OF DEATH August 30, 1993

	RECEIPTS (Value in U.S. \$)	DISBURSEMENTS (Value in U.S. \$)
Hotel Ritz bill		\$ 89.00
Inventory value of effects shipped to Janet Donaldson, 1375 Logan Street, Milwaukee, Wisconsin on 10/13/93		20.00
Expenses in connection with disposition of remains		2,500.00
Cost of shipping personal effects to Janet Donaldson		49.00
Inventory value of effects donated to American Relief Organization (authorized by Janet Donaldson per letter dated 10/13/93)		40.00
Inventory value of nonnegotiable instruments sent to Janet Donaldson on 10/13/93 via APO insured parcel post		3,855.00
Cost of mailing nonnegotiable instruments		6.00

EXCHANGE RATE \$1.00 EQUALS 48.97 drachmas
  
 (SEAL)

October 30, 1993  
 Date

\_\_\_\_\_/s/

Gerald B. Hammond, Consul  
 Signature and Typed Name and  
 Title of Consular Officer Completing  
 Report

AMERICAN EMBASSY at ATHENS  
 INVENTORY OF EFFECTS  
 ESTATE OF James DONALDSON  
 DATE OF DEATH August 30, 1993

	RECEIPTS (Value in U.S. \$)	DISBURSEMENTS (Value in U.S. \$)
Unused portion of trust account on. 370829 to be refunded to Janet Donald- son through the Department of State		\$ 500.00
Balance due estate of James Donaldson (Treasury check no. 2,304,749,812 payable to Janet Donaldson		37.07
TOTAL DISBURSEMENTS		7,446.07
TOTAL OF COLUMNS	7,466.07	\$7,446.07

EXCHANGE RATE \$1.00 EQUALS 48.97 drachmas

/s/



(SEAL)

October 30, 1993  
Date

Gerald B. Hammond, Consul  
Signature and Typed Name and  
Title of Consular Officer Com-  
pleting Report

**7 FAM 266 Exhibit 266.2**

**SAMPLE LETTER OF ADMINISTRATION**

(Page 1 of 2)

**Superior Court of the District of Columbia  
PROBATE DIVISION**

**LETTERS OF ADMINISTRATION**

Estate No. ....

*To all persons who may be interested in the Estate of*

....., *deceased:*

*Administration of the Estate of the deceased has been granted on* .....

*to* .....

*The appointment is in full force and effect as of this date.*

**WITNESS:**

**DATED** .....

.....  
*Register of Wills  
Clerk of the Probate Division*

DOCUMENT INVALID WITHOUT EMBOSSED COURT SEAL

**Sample Copy**

**Superior Court of the District of Columbia**  
PROBATE DIVISION

DISTRICT OF COLUMBIA

To wit:

**THE UNITED STATES OF AMERICA**

To all persons to whom these presents shall come,

**GREETING:**

Know ye, THAT THE LAST WILL AND TESTAMENT OF

.....  
late of the ....., deceased,  
having been exhibited, proved, and admitted to probate and record by said Court, and duly  
recorded in the office of the Register of Wills for the District of Columbia, the Clerk of said  
Division, Administration of all the money, goods, chattels, rights and credits of the said  
deceased was thereupon by said Court, on the..... day  
of ....., A. D. 19....., granted and committed unto

.....  
and .....  
who as ..... of the ..... of  
said deceased, first executed an undertaking with good and sufficient security, approved by  
the said Court, in the penalty of ..... Dollars,  
conditioned for the .....

.....  
and took the oath prescribed and required by law; and whose appointment is unrevoked and  
still in force.

Witness, the Honorable .....  
Chief Judge of said Court, this ..... day  
of ....., A. D. 19.....

**Attest:**

.....  
Register of Wills for the District of Columbia,  
Clerk of the Probate Division

**Sample Copy**

# 7 FAM 266 Exhibit 266.3

(TL:CON-63; 8-18-95)

## SAMPLE OF AFFIDAVIT OF SURVIVING SPOUSE OR NEXT OF KIN

### AFFIDAVIT OF SURVIVING SPOUSE OR NEXT OF KIN

#### VENUE

State of New York )  
(State) )  
 ) ss:  
County of Franklin )  
(County)

I, Janet Middleworth Jones, being duly sworn according to law, declare  
(First, middle, last or maiden name)

that I reside at 10 Arsenal St., Malone, NY and that on  
(Street address) (City and state)

October 5, 1993, Susan Spencer Jones, who made  
(Mo., day, year of death) (Name of person who died)

no will, had permanent legal residence at 10 Arsenal St., Malone, NY  
(Complete address of decedent)

\_\_\_\_\_  
(Address continued)

I am the widow, widower, child, father, mother, other \_\_\_\_\_,  
(Specify if other)  
(Circle appropriate relationship)

and as such am entitled to receive the decedent's estate under the laws of

New York  
(Name of state in the United States where decedent last had legal permanent residence)

#### NAMES(S) OF SURVIVORS, IN ORDER OF KINSHIP

Please insert the names of living relatives in the following order of relationship: surviving spouse, children, father, and/or mother, brothers and/or sisters:

	<u>Name</u>	<u>Date/Place of Birth</u>	<u>Address</u>	<u>Relationship</u>
1.	<u>Janet M.</u>	<u>April, 1972</u>	<u>10 Arsenal St.</u>	<u>Daughter</u>
	<u>Jones</u>	<u>Malone, NY</u>	<u>Malone, NY</u>	_____
2.	<u>James A.</u>	<u>June 30, 1940</u>	<u>Rte. 1</u>	<u>Brother</u>
	<u>Spencer</u>	<u>Madrid, NY</u>	<u>Madrid, NY</u>	_____
3.	<u>Doris S.</u>	<u>July 9, 1943</u>	<u>156 Court St.</u>	<u>Sister</u>
	<u>Jones</u>	<u>Malone, NY</u>	<u>Watertown, NY</u>	_____

	<u>Name</u>	<u>Date/Place of Birth</u>	<u>Address</u>	<u>Relationship</u>
4.	=====	=====	=====	=====
	_____	_____	_____	_____
5.	_____	_____	_____	_____
	_____	_____	_____	_____
6.	_____	_____	_____	_____
	_____	_____	_____	_____
7.	_____	_____	_____	_____
	_____	_____	_____	_____
8.	_____	_____	_____	_____
	_____	_____	_____	_____
9.	_____	_____	_____	_____
	_____	_____	_____	_____
10.	_____	_____	_____	_____
	_____	_____	_____	_____

\_\_\_\_\_/s/ ☺ ☹ ☐ ☑ ☒ ☓ ◆ ● ✱ ☺ ☐ ☑ ☒ ☓ ◆  
 (Signature of Affiant)

Subscribed and sworn (or affirmed) to before me by Janet Middleworth Jones  
 (Typed name of affiant)

at 6 Main St., Malone, NY on October 15, 1993  
 (Address of Notary Public) (Date)

\_\_\_\_\_  
 (Signature of Notary Public)

(SEAL)

Jay L. Hoxy  
 (Typed name of Notary Public)

## 7 FAM 266 Exhibit 266.4a

(TL:CON-63; 8-18-95)

### SAMPLE TRANSMITTAL LETTER TO ACCOMPANY SHIPMENT OF PERSONAL EFFECTS OF DECEDENT'S ESTATE

*(Use Letterhead Stationery)*

*Mrs. Julie Brown  
300 Fairway Drive  
Dawson, PA 21235*

*In accordance with your instructions regarding shipment of the personal belongings of your son, James Brown Jr. I am sending you his belongings. Please again accept my personal sympathy and the condolences of this Embassy in your time of bereavement.*

*If I can be of any assistance regarding your son's personal estate in Jamaica, please write me at 1400 Camp Ground Drive, Kingston or call me at (45) (6) 475-5088. You may also get help from our Office of Overseas Citizens Services, CA/OCS, in the Department of State, Washington, D.S. 20520-4818, phone: (202) 647-5226.*

*Sincerely,*

*(Signature)*

*(Typed name and title)*

*NOTE: Posts may find it necessary in some cases to send several shipments of effects at different times. In that event, a short, individually prepared follow-up letter with example text below.*

*Enclosed is an additional portion of the personal belongings of your son James Brown Jr. As you know, I sent you a previous shipment of his belongings on September 29, 1994. Please again accept our sympathy for your loss. Please write or call me if I can provide any further assistance.*

*Sincerely,*

*(Signature)*

*(Typed name and title)*

# 7 FAM 266 Exhibit 266.4c

(TL:CON-63; 8-18-95)

## SAMPLE OF A CERTIFICATE OF PERSONAL EFFECTS

### CERTIFICATE OF PERSONAL EFFECTS

VENUE.

United State of Brazil )  
(Country) )  
)  
State of Sao Paulo )  
(State, Province, etc.) )  
)  
Sao Paulo )  
(City) )  
Consulate General of the )  
United States of America )  
(Name of consular post)

ss:

I Donald W. Johnson , Consul, (Vice Consul) of the United States of America in and for the consular district of Sao Paulo, Brazil .  
duly commissioned and qualified, hereby certify that this shipment, consisting of one (Number)  
parcels (boxes, cases), covered by Bill of Lading Number 343649 , contains (Digits)  
only the personal effects of Jonathan A. Wright , (Full name of decedent)  
a citizen of the United States who died on April 1, 1994 at (Date)  
Llama Hospital, Sao Paulo . (Place)

/s/ [Signature]  
(Signature of officer)

Donald W. Johnson  
(Typed name of consular officer)  
Vice Consul of the United States  
of America  
(Title of officer)

(SEAL)

May 23, 1994  
(Date)

# 7 FAM 268 Exhibit 268

(TL:CON-63; 8-18-95)

## SAMPLE OF A PERSONAL ESTATE ACTION SUMMARY

### ACTION SUMMARY: PERSONAL ESTATE

1. Name of decedent and date of death: Julio Sanchez; 3/27/94
2. Personal effects taken into possession on 3/30/94  
from Hotel Nacional, Avenida Niemayer, Rio de Janiero .  
(Address and person or organization)
3. Effects were inventoried on 4/2/94 .  
(Date)
4. Inventory of Effects sent to the Department on 4/6/94 .  
(Date)  
and to Milagros Sanchez on 4/6/94 .  
(Next of kin legal representative) (Date)
5. Letters Testamentary/Letters of Administration/Affidavit of Spouse or Next of Kin received on  
4/20/94 from Milagros Sanchez .  
(Date) (Specify)
6. Payment of bills:

	Received from	Amount	Balance Due
Hotel	<u>Milagros Sanchez</u>	<u>\$120.00</u>	<u>0</u>
Hospital	<u>N/A</u>	<u></u>	<u></u>
Shipment of Effects	<u>Paid from cash found among effects.</u>		<u></u>
Other	<u></u>	<u></u>	<u></u>
	<u></u>	<u></u>	<u></u>
	<u></u>	<u></u>	<u></u>
7. Department requested to release balance of trust  
No. 711071; \$69.00 on 4/30/94 .  
(Account no. and amount) (Date)
8. Final Statement of Account submitted to Department CA/OCS on 5/3/94  
(Date)  
and to Milagros Sanchez on 5/3/94 .  
(Next of kin or legal rep.) (Date)
9. Check for balance of currency found with effects, sale of effects, or funds submitted  
directly from Milagros Sanchez sent on 5/3/94  
(Name) (Date)  
to Milagros Sanchez .  
(Legal representative NOK)



