



HEIRS DETERMINATION WORKSHEETS FOR THE STATE OF GEORGIA

Completing an heirs determination worksheet and identifying all potential owners of the property is the first and most essential step to resolving heirs property issues. Before the Georgia Heirs Property Law Center (the “Center”) can consider your case for acceptance, we must have your completed Heirs Determination Worksheets and certified their accuracy. While you are working on your Heirs Determination Worksheets, the Center considers you a “Pending Applicant.” Please be aware that a person’s status as co-owner of heirs property is determined by a judge under the laws of descent and distribution in Georgia, regardless of your opinion on the matter and regardless of how you completed these worksheets.

HEIRS DETERMINATION WORKSHEETS AND FAMILY TREE

The Center requires that each Pending Applicant provide a visual family tree showing all heirs and how they are related, and completed Heirs Determination Worksheets with specific information about each family member that may be needed to resolve your heirs property issue. ***You must identify all family members or potential family members who are living, deceased, adopted, estranged, missing and/or born outside of marriage, regardless of whether you believe they are or should be co-owners of your family’s heirs property.***

The format of each Pending Applicant’s family tree will be different. You may base your family tree on the template provided by the Center or create your own. Several websites offer free templates, including www.familytreetemplates.net. There are also companies that offer free websites or software for creating a family tree, including Family Eco (www.familyecho.com) and MyHeritage.com. Regardless of the format you use for your family tree, you will also need to provide information about each person using the Heirs Determination Worksheets.



ORIGINAL OWNER WORKSHEET

The “original owner” is the person whose name is on the last known deed.

If there were TWO original property owners,

- **AND** they were not married to one another,
- **OR** if they were married to one another and had no children,
- **OR** if they were married to one another and had children from prior relationships,
- Then please complete a separate ORIGINAL OWNER WORKSHEET for **EACH** original property owner.

If there were TWO original property owners,

- **AND** they were married to one another,
- **AND ALL** of their children were shared children,
- Then you only need to complete one ORIGINAL OWNER WORKSHEET.

Name of Original Property Owner: _____

Date of Death: _____ County, State of Death: _____

Did they have a Will? Yes No Unknown Was it probated? Yes No Unknown

Were they married when they passed? Yes No To whom? _____

Spouse Date of Death: _____ County, State of Death: _____

Did they have a Will? Yes No Unknown Was it probated? Yes No Unknown

If the original owner had children, please complete the CHILDREN OF ORIGINAL OWNER WORKSHEET.

If the original owner did not have any children, please answer the following questions and then complete the SIBLINGS OF ORIGINAL OWNER WORKSHEET.

What was their mother’s name? _____ Date of Death: _____

What was their father’s name? _____ Date of Death: _____

What was their spouse’s mother’s name? _____ Date of Death: _____

What was their spouse’s father’s name? _____ Date of Death: _____



CHILDREN OF ORIGINAL OWNER

List **ALL** of the original owner's children – including anyone who is living, deceased, missing, estranged, adopted and/or born outside of marriage.

For each of the original owner's children who are **DECEASED or MISSING**, please complete a DECEASED OR MISSING HEIR WORKSHEET.

For each of the original owner's children who are **LIVING**, we only need their address. We do not need to know if they have spouses or children.

Name	Address, If Living	Date of Death, If Deceased
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____



SIBLINGS OF ORIGINAL OWNER

List **ALL** of the original owner’s brothers and sisters - including anyone who is living, deceased, missing, estranged, adopted and/or born out of marriage.

For each of the original owner’s brothers and sisters who are **DECEASED or MISSING**, please complete a DECEASED OR MISSING HEIR WORKSHEET.

For each of the original owner’s brothers and sisters who are **LIVING**, we only need their address. We do not need to know if they have spouses or children.

Name	Address, If Living	Date of Death, If Deceased
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____



DECEASED OR MISSING HEIR WORKSHEET

Complete this worksheet for **EACH** heir who is deceased.

Name: _____

Date of Death: _____ County, State of Death: _____

Did they have a Will? Yes No Unknown Was it probated? Yes No Unknown

Were they married when they passed? Yes No To whom? _____

Spouse Date of Death: _____ County, State of Death: _____

Did they have a Will? Yes No Unknown Was it probated? Yes No Unknown

List **ALL** of their children, including anyone who is living, deceased, missing, estranged, adopted and/or born outside of marriage.

Name	Address, if Living	Date of Death, if Deceased
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

For any of their children who are deceased or missing, please complete a separate DECEASED OR MISSING HEIR WORKSHEET.



HEIRS DETERMINATION WORKSHEET CERTIFICATION

I understand that, if accepted as a client, the Georgia Heirs Property Law Center (the "Center") will rely upon the information contained in my Heirs Determination Worksheets in the scope of its representation of me. I certify that I have provided complete and honest information in my Heirs Determination Worksheets and that the Worksheets are true and correct to the best of my knowledge.

I understand that a person's status as co-owner of heirs property is determined under the laws of descent and distribution in Georgia, regardless of my opinion on the matter and regardless of how I completed these worksheets. I certify that I know of no other family members or potential family members who are living, deceased, adopted, estranged, missing and/or born outside of marriage. I agree to promptly inform the Center of any additional family members or potential family members that I may learn of during the course of my case.

I understand that the Center may rely upon the information contained in my Heirs Determination Worksheets in documents filed in a court proceeding. I understand that I may be asked to verify under oath the accuracy of information contained in any court filing. I also understand that any decisions about who is a co-owner of heirs property under Georgia law would be solely made by the court where the case is pending.

I understand that the Center reserves the right to terminate its representation of me for, among other reasons, intentionally failing to disclose family members or potential family members in my Heirs Determination Worksheets or any court filings.

Signature

Print Name

Date



Statewide Resources

Georgia Archives

5800 Jonesboro Road
Morrow, Georgia 30260
(678) 364-3710

- Genealogies, county histories, newspapers, tax digests, private papers, church records, cemeteries, Bible records, a few municipal records, census, maps, land plats, photographs, Georgia Confederate service and pension records, colonial, headright, and bounty land grants, and land lottery records
- Some materials are available online at <http://vault.georgiaarchives.org/cdm/>

Georgia Department of Public Health – Vital Records

1680 Phoenix Boulevard
Atlanta, GA 30349
(404) 679-4702

- Birth, marriage and death certificates from 1919 to present
- Certificates can also be requested in person or via mail at the main office in Atlanta, at the vital records office in the county where the birth or death occurred, or online. You must provide a photo identification when requesting records
- Cost is typically \$25 per certificate request (credit card fees may apply if purchasing certificates online)
- See <http://dph.georgia.gov/ways-request-vital-record-0> for more information

National Archives at Atlanta

5780 Jonesboro Road
Morrow, Georgia 30260
(770) 968-2100

- Covers Georgia, Alabama, Florida, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee
- Censuses and indexes 1790-1930, immigration ship passenger arrivals for the Eastern and Gulf Coasts 1820-1982, military service records, pensions, bounty land warrants, and indexes 1775-1902, Federal naturalization records of U.S. District Courts, land records, bankruptcies 1940-1998, passport applications, Native American 1893 Dawes Commission records, and African American records including Freedmen's Bank depositors, Freedman's Bureau records, and slave manifests in Mobile 1820-1860, and Savannah 1801-1860
- Free access to subscription sites like Ancestry.com, Footnote.com, and HeritageQuestOnline.com
- Some materials are also available online at www.archives.gov/research/genealogy

Regional and County Public Libraries

Many regional and county public libraries offer free access to genealogy websites and other materials, and often librarians are available to assist you in your research. Below are several regional and county libraries that provide free access to genealogy databases and other records. We recommend that you call ahead to confirm services and hours. A full list of Georgia public libraries can be found at <http://www.georgialibraries.org/directories/publiclibdir.php>



Athens Regional Library System

Serving Clarke, Franklin, Madison, Oconee, and Oglethorpe Counties
(706) 613-3650

www.athenslibrary.org

- Locations provide free access to Ancestry Library Edition, HeritageQuest, Fold3 and other online databases to Athens Regional Library cardholders
- Athens-Clarke County Library's Heritage Room (2025 Baxter Street, Athens, Georgia 30606) offers a more extensive collection of books, maps, microfilm and archives for the southeastern United States as well as Athens-Clarke County specifically. For more details, visit <http://www.athenslibrary.org/athens/departments/heritage>

Atlanta-Fulton County Public Library System

Serving Fulton County
(404) 730-1896

www.afpls.org

- Free access to the Ancestry Library Edition, Fold3 Library Edition, and HeritageQuest databases at all branches
- Central Library's Special Collections Room (One Margaret Mitchell Square, 5th Floor, Atlanta, Georgia 3030) offers county and family histories, indexes to wills, deeds, military rosters, passenger lists, and Atlanta city directories, Georgia censuses 1820-1930, local histories, and Georgia newspapers. For more information, visit <http://www.afpls.org/central-library/66-special-collections#References>

Brooks County Public Library

Serving Brooks County
(229) 263-4412

www.brooks.public.lib.ga.us

- Free access to Ancestry Library Edition database

DeSoto Trail Regional Library System

Serving Mitchell, Baker and Early Counties
(912) 652-3600

www.liveoakpl.org

- Free access to Ancestry Library Edition database at all branches

Dougherty County Public Library System

Serving Dougherty County
(229) 420-3200

www.docolib.org

- Free access to Ancestry Library Edition, HeritageQuest and other GALILEO databases at all branches
- Central Library's Genealogy Department (300 Pine Avenue, Albany, Georgia 31701) provides access to county histories, handbooks, federal censuses, death registers, deeds, church records, and more.

Fitzgerald-Ben Hill County Library

Serving Ben Hill County
(229) 426-5080

www.fitzgeraldbenhillcountylibrary.org

- Free access to Ancestry Library Edition and other GALILEO databases



Kinchafoonee Regional Library System

Serving Terrell, Calhoun, Clay, Quitman, Randolph, and Webster Counties

(229) 995-6331

www.krlibrary.org

- Free access to Ancestry Library Edition, HeritageQuest and other GALILEO databases at all branches

Lee County Public Library System

Serving Lee County

(229) 759-2369

www.leecountylibrary.org

- Free access to Ancestry Library Edition, HeritageQuest, and other GALILEO databases at all branches

Live Oaks Public Library System

Serving Chatham, Effingham, and Liberty Counties

(912) 652-3600

www.liveoakpl.org

- Free access to Ancestry Library Edition database at all branches

Middle Georgia Regional Library

Serving Bibb, Crawford, Jones, Macon, Twiggs, and Wilkinson Counties

(478) 744-0821

www.bibblib.org

- Free access to Ancestry.com Library Edition and other GALILEO databases at all branches
- The Washington Memorial Library's Geological and Historical Room (1180 Washington Avenue, Macon, Georgia 31201) has one of the most extensive genealogy records collection in Georgia. For more information, visit www.bibblib.org/genealogy-archives/

Moultrie-Colquitt County Library System

Serving Colquitt County

(229) 985-6540

www.mccls.org

- Free access to Ancestry Library Edition, HeritageQuest, and other GALILEO databases at all branches

Okefenokee Regional Library System

Serving Ware, Appling, Bacon, Clinch, and Pierce Counties

(912) 287-4978

www.okrls.org

- Free access to Ancestry Library Edition, HeritageQuest, and other GALILEO databases at all branches

Roddenberry Memorial Library

Serving Grady County

(229) 377-3632

www.rmlibrary.org

- Free access to Ancestry Library Edition, HeritageQuest and other GALILEO databases



South Georgia Regional Library System

Serving Lowndes, Echols, and Lanier Counties

(229) 333-0086

www.sgl.org

- Free access to Ancestry Library Edition and other GALILEO databases at all branches

Southwest Georgia Regional Library System

Serving Decatur, Miller and Seminole Counties

(229) 248-2665

www.swgrl.org

- Each branch offers free Ancestry Library Edition access and a core collection of genealogy and Georgia history books.
- The Decatur Library's Genealogy Room (301 S. Monroe Street, Bainbridge, Georgia 39819) has the extensive Family Search CD Rom genealogy database and newspaper records dating back to 1916.

Three Rivers Library System

Serving Wayne, Brantley, Camden, Charlton, Long, and McIntosh Counties

(912) 427-2500

www.threeriverslibraries.org

- Free access to Ancestry Library Edition database at all branches.

Thomas County Public Library System

Serving Thomas County

(229) 225-5252

www.tcpls.org

- Free access to Ancestry Library Edition and other GALILEO databases at all branches

Worth County Library

Serving Worth County

(229) 776-2096

www.worthlib.org

- Free access to Ancestry Library Edition and other GALILEO databases at all branches
- Genealogy Collection features local records, including newspapers, census records, tax deeds, court records and local family histories

LDS Family Centers

The Church of Jesus Christ of Latter-day Saints has local Family History Centers located throughout the state. Volunteers are often available to assist you with the Family History Center resources. **PLEASE NOTE:** The Family History Centers are typically located in church meetinghouse facilities, but you do not have to be a member of the church to use a Family History Center. Services and hours differ for each Family Research Center, so please call ahead to confirm. To determine the closest location to you, visit <https://familysearch.org/locations/#>.

Websites



There are a number of websites that offer searchable databases and online family tree forms incorporating information that you find in their databases. Below are just a few examples of online databases. For a complete list, visit the Family Search website at [https://familysearch.org/wiki/en/Georgia Online Genealogy Records](https://familysearch.org/wiki/en/Georgia_Online_Genealogy_Records).

- [Ancestry.com](#) (\$ but free 14-day trial): includes databases not found in Ancestry Library Edition and provides family tree builders and forms
- [Archives.com](#) (\$ but free 14-day trial): access to US censuses, vital records and older US newspapers
- [Chronicling America](#) (Free): Library of Congress website featuring digital newspapers (1836-1922) – www.chroniclingamerica.loc.gov
- [FindAGrave.com](#) (Free): search 154 million grave and burial records
- [Georgia GenWeb Project](#) (Free): volunteers provide free resources for most counties in Georgia (quality and depth depend on volunteer) - <http://thegaproject.org/county-list/>
- [HeritageQuest](#) (Free with password from participating public libraries): provides access to U.S. census records, books, periodicals, Revolutionary War service records, and Freedman's Bank depositor records – www.heritagequestonline.com (contact your library for log-in information)
- [RootsWeb.com](#) (Free): internet's oldest and largest free genealogical community with searchable databases and internet family trees

* *Free trials require that you provide credit card information. You must cancel the trial before the end of the offered term or you will be automatically billed.*

** *The information available through websites like Ancestry.com, Ancestry Library Edition, Find-A-Grave, FamilySearch.org and other websites should be verified by evidence if possible.*