



Outside Vendors

The Office of the Richmond County Public Administrator maintains a list of outside vendors to provide services regarding the estates of decedents. To be considered for this list, a company **MUST** provide: proof of required licenses; address; telephone number; fax number; fee schedule; and proof of insurance, if applicable. Services required include:

- **Abstract Companies;**
- **Accountants;**
- **Appraisers;**
- **Attorneys;**
- **Auctioneers/Estate Salespersons;**
- **Funeral Directors;**
- **Genealogists/ Kinship Investigators;**
- **General Contractors;**
- **Insurance Brokers;**
- **Printing Services;**
- **Process Servers; and**
- **Real Estate Brokers.**

Interested companies must contact the office in writing, by mail, fax, or email info@richmondpa.nyc.gov.

NYC

Richmond County
Public Administrator



130 Stuyvesant Place, Suite 402
Staten Island, New York 10301

O: 718-876-7228

F: 718-876-8377

www.nyc.gov/rcpa

If your community group or organization would like the Public Administrator to speak at a meeting or event, please contact the office.

NYC Richmond County
Public Administrator

OFFICE OF THE
RICHMOND COUNTY
PUBLIC ADMINISTRATOR



Edwina Frances Martin, Esq.
Commissioner
Public Administrator

DIGNITY
for & all
COMPASSION

Visit our website: www.nyc.gov/rcpa



What Is the Office of the Richmond County Public Administrator?

The Office of the Richmond County Public Administrator is a New York City Agency which:

- Manages the estates of persons who die as a resident of Richmond County; and
- Has died intestate, i.e., without a will; and
- Who has no one eligible who can qualify to manage the decedent's money and property.

The Richmond County Public Administrator does **NOT**:

- Accept Wills for Probate;
- Oversee a Wills contest; or
- Appoint a Fiduciary.

Please go to the Office of the Richmond County Surrogate, 18 Richmond Terrace, Staten Island, New York, **(718) 675-8500**, for help with any of the above.

How Does the Richmond County Public Administrator's Office Operate?

If there is no plan for your estate when you die, then the burden is left to your closest relative; in the event that there are no relatives, the Public Administrator will:

- Protect a decedent's property from waste, loss or theft;
- Make appropriate, dignified burial arrangements;
- Conduct thorough investigations to discover and collect all assets;
- Pay a decedent's bills and taxes;
- Liquidate assets at estate sales and sale of real property; and
- Locate persons entitled to inherit from the estate and ensure that the legal distributees receive their inheritance.



How Does the Public Administrator Arrange Burials?

While the other boroughs of New York City relegate indigents to a common grave on Hart Island – the city's public burial ground – Staten Island has set a more humane standard where burials take place on Staten Island, in a place that may be visited, in an accurately-recorded gravesite from which the remains may be exhumed should a close family member subsequently come forward to do so.

Honoring this commitment requires the generosity of local elected officials, funeral homes and cemeteries, the cooperation of area hospitals and care facilities and the Office of the Chief Medical Examiner, and participation in the ceremony of volunteers from the Foundation for Dignity, **(917) 921-3226**, who attend every burial arranged by the Office of the Richmond County Public Administrator.