

Suggestions to Obtain a Certified Appointment of Guardian Decree

New Social Security Requirement: All new referrals with a legal guardian, will need to submit a Certified Appointment of Guardian Decree with raised seal via MAIL to S.N.E.S.A.A.'s P.O. Box.

- Check with the Guardian - They may have the document.
- There may be one in the client's records your agency maintains.
- Contact the Trial Court/Probate & Family Court from the County it was issued (this information is typically in the right top corner of the decree). Ask the court how to obtain a certified Appointment of Guardian Decree (with raised seal). Please note there it typically a fee for these documents.
- It's been our experience that fees can possibly be waived when requests are made on your agency letterhead.

If you have any questions please feel free to contact Kim Santos at 774-365-4441 or via email snesaa@yahoo.com.