

# City of Philadelphia Register of Wills

**Population:**

1,573,916 (No. 6)

**Govt Employees:**

25,000

**Address:**

City Hall  
Room 180  
Philadelphia, PA 19107

**Phone:**

(215) 686-6250

**Email:**

[rowonline@phila.gov](mailto:rowonline@phila.gov)

**Capabilities Statement:**

[Link](#)

**Cage Code:**

644Y5

**UEI Number:**

CRZ1A1JTLQB6

**DUNS#**

12-474-2474

**Site:**

<https://www.phila.gov/departments/register-of-wills/>

**Mission:**

The Register of Wills is an elected position. Our office serves as both the Register of Wills and the Clerk of the Orphans' Court. As part of our work, we:

- Issue marriage licenses and keep marriage records back to 1915.
- Probate wills, which proves that they're valid.
- Issue letters of administration when a Philadelphia resident dies without a will.
- Keep records of wills, estate inventories, and related documents.
- Act as an agent for filing and paying inheritance taxes.
- Maintain the dockets and records of the Orphan's Court.

**Contacts and Stakeholders Information:**

John A. Sabatina – Director

**Actsoft Workforce Manager for Gov:**

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized