

# What to do when someone dies Checklist

## Obtain a medical certificate with cause of death

Death at home:	The GP that came to see the deceased will provide the certificate
Death at a hospital:	The hospital will provide the certificate
Unclear cause of death:	The coroner will arrange for the body to be collected from us and you will have to wait until they issue the certificate to make any arrangements

## Register the death

Make an appointment at your local registry office as you will need to register the death within 5 days. They will then give you a Certificate of the Registration of Death and Death Certificate

 *(make sure you get a few copies as you will need to provide to other organisations).*

You will need to take the following documents and information with you.

### At your appointment you will need the following information for the person who has died:

- Medical certificate with the cause of death
- Full name, last address, date of birth, place of birth and occupation
- Full name, date of birth and occupation of their spouse

(If the coroner is involved they will call you and they will register the death)

### Other useful documents to have:

- |   |  |
|---|--|
| <input type="checkbox"/> Birth certificate                    | <input type="checkbox"/> Marriage or civil partnership certificate (if applicable) |
| <input type="checkbox"/> National Insurance number            | <input type="checkbox"/> NHS medical card  |
| <input type="checkbox"/> Proof of address (e.g. utility bill) | <input type="checkbox"/> Driving licence   |
| <input type="checkbox"/> Passport                             |  |

### Ensure the registrar provides you with the following:

- |  |   |
|--|---|
| <input type="checkbox"/>   | <input type="checkbox"/>  |
| <b>Certificate of the Registration of Death</b><br>In England: Green Certificate for burial or cremation<br>In Scotland: Registration or Notification of Death | <b>Death certificate</b> – this will require a small fee and may be needed for legal and financial purposes. It is advisable to purchase a few additional copies. |

# What to do when someone dies Checklist

## Arrange the funeral

---

Check to see if the person left any funeral instructions which could be in their will or if they have a funeral plan. If you are unsure, you can check for a plan here: [www.funeralplanningauthority.co.uk/trace-a-plan/](http://www.funeralplanningauthority.co.uk/trace-a-plan/)

## Considerations when arranging a funeral:

---

If there are no instructions in place you will need to decide on the following;

- How many people do you expect to attend or wish to invite? – None, a few, many?
- The type of service – religious, led by family, celebrant, no service?

## Next steps

---

Your Distinct Cremations Personal Advisor will have been through the options of services that we offer. Once you have the Death Certificates and all is registered they will help you to make the arrangements for the funeral.

## Inform organisations about the death

---

You should notify the following organisations of your loved ones death.



*The Tell Us Once service on the GOV.UK website allows you to notify all government departments at the same time.*

### Government departments

- HM Revenue and Customs
- HM Passport Office
- DVLA (if the deceased held a driving licence)
- Department for Work and Pensions
- Local council



*Use the Death Notification Service to notify banks and building societies at the same time. Visit: [www.deathnotificationsservice.co.uk](http://www.deathnotificationsservice.co.uk)*

### Financial organisations

- Banks & building societies
- Insurance companies (medical, travel, life, car)
- Pension providers
- Credit card providers
- Solicitor/accountant

### Property and utilities

- Mortgage provider
- If the deceased lived in rented accommodation – local authority, housing association or private landlord
- Utility companies (gas, electricity, water)
- TV/mobile and internet providers

### Other

- Employer or place of education
- The person's GP
- Dentist
- Optician
- Other health professionals
- Social groups and clubs



*Stop marketing mail – Inform the Bereavement Register ([www.thebereavementregister.org.uk](http://www.thebereavementregister.org.uk)) and the Mailing Preference Service ([www.mpsonline.org.uk](http://www.mpsonline.org.uk)) Redirect the persons post – Go to your local Post Office and request a Special Circumstances form.*