

# What to do when someone dies

## A checklist



0808 296 7333

The death of a loved one is always difficult and can be overwhelming. Understanding what you need to do when someone dies, and when to do it, can help ease any worry you may be experiencing.

We have put together a simple checklist to follow, so you know exactly what to do when someone dies.

You can visit our Guidance Hub for information articles on what to do when someone dies. We have produced separate articles depending on whether the deceased passes away at home, in a care home or in hospital, as the process can differ. We also provide step-by-step guidance on what to do when someone dies in England & Wales, or in Scotland.

### 1. Registering the death

A medical professional will need to confirm the death as soon as possible. They'll be able to provide a medical cause of death and answer any questions you may have. From there, you'll be able to register the death officially at your local register office.

At this point, you may not have decided whether to arrange a traditional funeral, unattended direct cremation or attended direct cremation for your loved one. Making initial enquiries with a funeral provider now will ensure that your loved one has a place to rest (if they did not pass away in hospital). This doesn't have to be the provider you wish to use for the funeral arrangements, but deciding that now can save money and worry as it avoids your loved one being transported to too many different places.

You can tick here when you have completed each section

Call family doctor or GP	✓
Call nearest relative to let them know (if this isn't you)	✓
Reach out to a funeral provider so arrangements can be made on where your loved one will rest	✓
A medical practitioner will verify the death, and a medical examiner will send a Medical Certificate of Cause of Death (MCCD) to the register officer. You may want to check that this has been received. You may have to contact the coroner's office if the death was referred to the coroner.	✓
Call register office to book an appointment to register the death and obtain the 'green form' and Death Cert	✓

### 2. Arranging the funeral

Deciding on what type of funeral your loved one would have wanted can be upsetting at an already difficult time. Your loved one could have already decided, so it can be beneficial to look through their personal paperwork to see if they have left any instructions.

Our Guide to Arranging a Direct Cremation explains how Distinct Cremations are available 24 hours a day, 7 days a week if you decide to arrange a direct cremation.

You can tick here when you have completed each section

Check the Will to see if there are any specific funeral requests	✓
Check if the deceased had wishes to donate body and/or organs	✓
If accessible, check personal paperwork to see if they had a pre-paid funeral plan in place <i>This may limit your choice of funeral provider</i>	✓
Contact the funeral provider you would like to handle the arrangements <i>This could be the place your loved one is resting currently, or with a different funeral provider more suited to the funeral you want to arrange</i>	✓

### 3. Inform people or organisations about the death

You can tick here when you have completed each section

Priority	
Contact relatives and friends <i>It can be stressful taking this on yourself, so asking close family members to help call others, can ease some of the stress you may be feeling</i>	<input checked="" type="checkbox"/>
Contact the deceased's employer	<input checked="" type="checkbox"/>
Contact health professionals <i>This could be a department within a hospital where the deceased was having consultant led treatment</i>	<input checked="" type="checkbox"/>
Financial	
Bank and building societies	<input checked="" type="checkbox"/>
Insurance companies	<input checked="" type="checkbox"/>
Pension providers	<input checked="" type="checkbox"/>
Credit card providers	<input checked="" type="checkbox"/>
Solicitor, accountant and/or financial adviser	<input checked="" type="checkbox"/>
Government offices	
Use the 'Tell Us Once' service that lets you report a death to most government organisations in one go. You should receive details of this service when you Register the Death	<input checked="" type="checkbox"/>
Property and utilities	
Utility companies (gas, electricity, water, phone, TV, broadband etc.)	<input checked="" type="checkbox"/>
Mortgage provider/Landlord/Local rental authority	<input checked="" type="checkbox"/>
Building and contents insurance provider	<input checked="" type="checkbox"/>
Other	
Membership organisations	<input checked="" type="checkbox"/>
Sign up to the Bereavement Register to stop unwanted marketing post	<input checked="" type="checkbox"/>
Dentist and Optician	<input checked="" type="checkbox"/>
Subscriptions	<input checked="" type="checkbox"/>
Social media accounts	<input checked="" type="checkbox"/>
Redirecting post - Visit your local Post Office and request a Special Circumstances form	<input checked="" type="checkbox"/>

### 4. Deal with estate

You can tick here when you have completed each section

Locate the Will to identify who the Executors of the estate are, and contact them	<input checked="" type="checkbox"/>
If there's no Will, contact Probate Registry to apply for Letters of Administration	<input checked="" type="checkbox"/>
Find out if probate is needed. If needed, inform executors	<input checked="" type="checkbox"/>

**Distinct Cremations are here 24 hours a day, 7 days a week. To arrange a direct cremation today, or for more details of the services available, please visit: [www.distinctcremations.co.uk/arrange-a-funeral/direct-cremation](http://www.distinctcremations.co.uk/arrange-a-funeral/direct-cremation) or call us on**

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