



Checklist - What to do when someone dies

Obtain a **Medical Certificate of Cause of Death (MCCD)** from a Medical Professional

Inform family and close friends

Gather **important information** and **documentation** (where relevant):

- Medical Certificate of Death (MCCD)
- Date and place of birth (Birth Certificate, if possible)
- Date and place of death
- Proof of address (e.g Utility Bill)
- National Insurance number
- NHS number
- Tax reference number
- Child Benefit number
- Passport
- Driving Licence
- Council Tax
- Date/s of Marriage/s, Civil Partnership, Divorce/s (If appropriate)
- Details of spouse or partner (including their NI number)
- Organ Donor information
- Occupation
- Did they have any Government Pensions or other benefits?

Make an appointment with the local **Registrar of Births and Deaths**. The death must be registered within **5 days (8 in Scotland)**. NB You will need to have the **MCCD to register**

From the **Registrar of Birth & Deaths** you will need to obtain the following:

Death Certificate plus multiple certified copies (you will need **certified copies** to send to banks, legal and insurance companies)

A **Certificate for Burial or Cremation** (a '**Green Form**'), (GR021 in N. Ireland)

A **Registration or Notification of Death** Form (BD8) (3344SI in Scotland, 36/DB8 in N.Ireland). Fill in and send to the **Dept of Works and Pensions**

Inform the relevant **Government Departments** - using the '**Tell Us Once**' service, if there is one in your area, or individually if there is not

- Department for Work and Pensions (DWP Bereavement Service)
- HM Revenue & Customs (HMRC)
- National Insurance (NI) Contributions Office
- Child Benefit Office
- Tax Credit Office
- Passport Office
- Personal, Workplace and Armed Forces Pensions
- Local Council
- Office of the Public Guardian to cancel or alter power of attorney
- DVLA (if the person had a driving licence or to change vehicle registration details)



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Below is a list of other **organisations you may need to inform**. Not all will be relevant to you and it is not exhaustive, but you can add to it as necessary:

- Employer
- Lawyer
- Accountant
- Financial Adviser
- Banks, Pay Pal, Bitcoin
- Utility Providers (Electric, Gas, Water)
- Insurers (Household, Mortgage, Life, Health, Car, Pet)
- Mortgage Provider
- Credit Card Provider
- Social media platforms
- Car Loan
- TV and Media subscriptions (Netflix, Amazon Prime, etc)
- Books, Audio Books, Music Subscriptions
- On-line Gaming Subscriptions
- Online Photo/Data Storage
- Home Security Systems
- Landlord
- Mobile Phone
- Landline Telephone
- Internet
- Antivirus (Norton, etc)
- Gym or Health-Club Membership
- Loyalty Cards
- Trade Unions
- Newspapers
- Milk

Is there a **Will** and/or a **Letter of Wishes**? A letter of wishes may specify whether the person who has died would like to be buried or cremated

Is there a Pre-paid **Funeral Plan** or **Funeral Insurance**?

Plan the **Funeral Service** or **Celebration of Life**. Please see our **Planning a Funeral Checklist & Planning a Funeral Information** for guidance

Post a **Notice of Death** and/or **Obituary**, either in a newspaper or on-line

The **Executors** (if there is a Will) or **Administrators** (if there is no Will) will need to apply to the **Probate Registry**

Check your entitlement to **Government Support and Benefits**

To help you plan a funeral, please go to [whiteballoon's free Planning Tools](#)

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