

What to do when someone dies - a checklist

June 2024

Register the death

- Make an appointment at the register office in the area where the person died to register the death www.gov.uk/register-offices
- Note down the following information to provide to the registrar
 - Full name of the deceased _____
 - Previous names of the deceased _____
 - Date and place of birth _____
 - Address _____
 - Occupation _____
 - Spouse's/Civil Partner's full name _____
 - Spouse's/Civil Partner's date of birth _____
- Purchase additional copy death certificates during appointment with registrar
- Use 'Tell Us Once' service to report the death to government organisations

Funeral arrangements

- Check if the deceased made a pre-paid funeral plan
- Check the deceased's Will and personal papers to locate any funeral wishes
- Make arrangements with a funeral director

Let people know

You should notify the following people:

Notify first

- Family and friends
- GP
- Other health professionals or carers
- Employer

Property

- Buildings and contents insurance provider
- Mortgage company or landlord
- Electricity, gas and water companies
- Council tax
- Mobile phone provider
- Broadband/TV companies

Financial

- Bank and building societies
- National Savings and Investments
- Investment manager
- Share registrars
- Pension/annuity providers
- Credit card/loan companies
- Solicitor
- Accountant

Other

- Dentist
- Optician
- Newspaper or other subscriptions
- Clubs
- Arrange post redirection
- Deal with social media accounts

Notes
