

## Checklist – What to do when someone dies

Here is a simple list of everything you need to consider when someone close to you dies:

1. Obtain a Medical Certificate of Cause of Death (MCCD) from the GP who last attended the deceased or from the hospital.
2. Gather important information and documentation (where relevant):
  - MCCD
  - Date and place of birth (birth certificate if possible)
  - NHS number
  - Tax reference number
  - Proof of address (eg. Utility bill)
  - National Insurance 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 Card (if registered)
  - Occupation
  - Did they have any Government Benefits?
3. Make an appointment with the local Registrar of Births, Deaths and Marriages. The death must be registered within 5 days. You will need to have the MCCD in order to register the death.
4. From the Registrar of Births, Deaths and Marriages you will need to obtain the following:
  - Death Certificate plus multiple certified copies (you will need certified copies to send to legal, banks and insurance companies)
  - A Certificate for Burial or Cremation (a 'Green Form')
  - A Registration or Notification of Death Form (BD8) to fill in and send to the Department of Works and Pensions
5. 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 Contributions Office
  - Child Benefit Office

- Tax Credit Office
- Passport Office
- Personal, Workplace and Armed Forces Pensions
- Local Council
- DVLA (if the person had a driving licence)

6. 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, Paypal, Bitcoin
- Utility Providers (Electric, Gas, Water)
- Insurers (Household, Mortgage, Life, Health, Car, Pet)
- Mortgage Provider
- Credit Card Provider
- 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 Phone
- Internet Provider
- Antivirus (Norton, etc)
- Gym or Health Club Membership
- Loyalty Cards
- Trade Unions
- Newspapers

7. 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.

8. Is there a Pre-paid Funeral Plan or Funeral Insurance?

9. Plan the Funeral Service or Celebration of Life.

#### **BCP Bereavement Care Offices**

Bournemouth Crematorium, Strouden Avenue, Bournemouth BH8 9HX  
 Poole Crematorium, Gravel Hill, Poole BH17 9BQ  
 T. 01202 128111 E. [bereavementcare@bcpcouncil.gov.uk](mailto:bereavementcare@bcpcouncil.gov.uk)

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