

Checklist: what to do when someone dies

Follow our checklist for the steps to take and things to do when a loved one passes away.

- Get a medical certificate**, which confirms the cause of death. If your loved one died at home, you can call their GP. If your loved one died in a hospital or a care home, they should take care of this.
- Inform next of kin** (if that's not you) and other members of the family.
- Contact others** who may need to know immediately, such as close friends, carers, their employer or landlord.
- Keep a notebook handy** to jot down any important details from the GP or hospital - if you're in shock you may not remember things clearly later.
- If you are making arrangements for someone who live alone, **make sure the property is locked up and secure, and cancel any deliveries** (such as milk and newspapers). Arrange for any pets to be fed and looked after.
- Once you have the medical certificate you can **register the death**.
- Ensure you have four or five copies of the **death certificate**.
- Choose a **funeral director**.
- Start making **funeral arrangements** - did your loved one leave any instructions about their wishes?
- Check for a will**. This should name the person responsible for dealing with your loved one's finances.
- Start cancelling contracts** or transferring them to your own name if, say, your partner has died. Examples of these include bank, telephone provider and gas and electricity providers.
- Don't be afraid to **talk to close friends and family** about your grief. You might want to consider bereavement counselling to help you through this difficult time. You may also need to tell your employer if you will need time off work.

Extra notes / comments