

A butterfly with brown and white patterned wings is perched on a reddish-brown flower stem. The background is a soft, out-of-focus bokeh of warm colors, including pinks, purples, and oranges, with several bright circular light spots.

What to do

When
Someone
Dies



National
Bereavement
Service



Call 0800 0246 121

www.theNBS.org

Bereavement can be an emotionally difficult time. When someone dies there will be many practical matters to attend to, including arranging the funeral and dealing with the legalities of what they owned. You may be unfamiliar with these practicalities, making this more challenging and stressful. To help and support you we have produced this leaflet to summarise the tasks into four

simple steps; notification, funeral, wills and probate.

This is not a comprehensive guide so please call us if you are unsure whether all of these steps apply to your circumstances. Our free service is here to help with any questions you might have. Alternatively, visit our website www.theNBS.org.

Step One: Notification

To notify any organisation officially about the death you will need to obtain the Medical Certificate of Cause of Death. Please contact the Doctor (GP) or the hospital for this. If the coroner's office investigates the death, they will inform when you can register the death.

To register the death, you will need to make an appointment with the Registrar of Births and Deaths local to where the deceased died. The GP/hospital or Coroner may give you the details for this. If the death and/or the funeral is overseas, or you are unsure of where to register the death please contact us for help.

Tell Us Once is a free service that allows you to report a death when you suffer a bereavement and need to tell central and local government. The service is available to the whole of the UK.

You will need to contact your Register Office in advance of using Tell Us Once when you register the death.



Here for everyone
when they need
us the most.



Handy Checklist

- Tell family members and friends
- Educational establishments or employers
- Inform health professionals - cancel any outstanding hospital or health related appointments
- Any agencies, ie, home carers/day centres, social services
- Funeral Care Plan providers
- Banks/Building/Friendly Societies
- Mortgage provider or equity release company
- Stop Unwanted Mail*
- Credit/Store card
- Buildings insurance
- Home contents insurance
- Car insurance
- Electricity provider
- Gas provider
- Telephone line and internet broadband provider
- Water/drainage provider
- Cable TV/satellite service
- Mobile phone provider

**Call us and we will arrange this free of charge.*

We are here to help you with the practical side of bereavement. From registering a death to arranging a funeral. We can guide you to comply with the legal requirements.



Step Two: Funeral

You will need to contact the Funeral Director to discuss the arrangements you need to make for the funeral. The Funeral Director will contact a Minister/Celebrant to conduct the ceremony. Please contact us if you would like to find the nearest Funeral Director to you.

There may be a funeral plan in place or the Will may indicate any specific requests in relation to the funeral arrangements. *You should not confirm funeral arrangements until you know how the funeral will be paid for. If you are unsure, please call us.*

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Step Three: Wills

You need to discover whether the deceased made a Will and obtain it. Original wills may be located at the deceased's home however, if a Solicitor/Will Writer wrote the will they are often stored at their offices with a copy being provided at the time it was written. If you know there is a will and it cannot be found, please call us.

Step Four: Probate

This is the process that gives a person the legal power to collect and distribute the assets of the deceased person's estate (everything the person owned). Not all estates need to go through probate. In most cases if the value of the deceased person's estate is less than £5,000 probate is not required but if you are unsure please call us.

Where there is a Will you apply for the Grant of Probate and the Executor will distribute the estate as per the wishes of the Will after payment of all debts. If there is no Will, the Administrator applies for Letters of Administration and distributes the assets according to the Rules of Intestacy. These rules divide the estate to any surviving spouse and/or children/relatives.

The will normally names an Executor(s) who should gather all documents relating to property ownership/rental and financial affairs associated with the estate. If there is no will, the deceased person died "Intestate" and there is a process to establish who may be appointed as Administrator to deal with the estate.



The Executor/Administrator needs to decide how to deal with the estate and can either use a professional to deal with it or deal with the process themselves. Please contact us if you need help in deciding whether to carry out probate yourself or whether to use professional services.

It may be necessary to place a Section 27 Notice (sometimes referred to as statutory advertisements) in the Gazette and a newspaper local to the deceased's property.

There is no legal requirement to place the Notices, however, by placing them, the Executor/Administrator will be protected from any personal liability if a creditor comes forward and makes a future claim of after a distributed estate.