

WHAT TO DO  
WHEN  
SOMEONE  
DIES &  
THE THREE  
THINGS NOT  
TO DO



RESPECT

DIRECT FUNERAL SERVICES

GET YOUR FREE CHECKLIST NOW



# WHAT TO DO WHEN SOMEONE DIES AND 3 THINGS YOU DON'T WANT TO DO

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## INTRODUCTION

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Some people are naturally great at planning; they have a nice big savings account and possibly have pre-planned their funeral. When someone has planned and paid for his or her funeral ahead of time, it is very helpful to everyone involved. On the other hand, a lot of people, at some time or another have mentioned to someone whether they would like to be cremated or buried when they die, but most have not pre planned their funeral. That's where this checklist can be of tremendous help – even if someone has pre-planned, knowing what steps to take and when, will relieve some of the stress.

# THESE ARE THE THINGS THAT NEED TO BE DONE IMMEDIATELY AFTER A PERSON DIES:

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## ① **Make sure that you have a legal pronouncement of the death.**

Any competent adult can confirm the death of a person, but it is always sensible to make sure that you have a registered medical practitioner to confirm the death. If there is no doctor available who is registered to practice within the British Medical Association, it would be wise to find someone else to do this, be it a nurse, Paramedic or locum doctor who are experienced in recognising when someone has passed away. In the case of a sudden, unexplained or suspicious death call 999.

If the individual dies at his/her home without any known medical care, and they have possibly not seen a doctor within the last 14 days then you need to call 999.

In case the person has died in a care home or hospice, if you find them or are with them when their time comes you need to call the nurse immediately who can pronounce / confirm the death.

## ② **Transportation / Removal from the place of death.**

This can only be arranged once official confirmation of death has taken place, you can then call to arrange for the transportation of the deceased to a chapel by calling our 24hr number; 01427 612992 or ask a member staff to call us

## ③ **Notify the personal doctor of the deceased immediately,**

or the care home doctor who will arrange 'to certify the death'. That is to provide a 'Medical Certificate of Cause of Death'. There are occasions where this is done without that doctor seeing the deceased person, but that is the doctor's decision. You will need a 'Medical Certificate of Cause of Death' to officially register the death.

## ④ **You then need to register the death within 5 days at the local registrars office or**

bereavement services within the hospital who will arrange this if no surviving family members exist and no friends are available. If the coroner is involved they may issue a coroners order for burial or cremation to proceed.

## ⑤ **Notify close family members and friends**

and also ask some of them to contact others.

## ⑥ **If the deceased has recently been working somewhere, then call the employer and let him/her know about the death.**

You should also request for information about any benefits and see if there is any pay due. It is worth calling past employers, especially large established employers to enquire if there was any life insurance policy made through the company for the individual or indeed they may have a bereavement fund

In the UK we have found the NCB, British Steel, BOC, MOD and many other large employers could have such funds available to former long serving employees

# THESE ARE THE THINGS THAT NEED TO BE DONE IMMEDIATELY AFTER A PERSON DIES:

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## ⑦ **Handle the care of the dependants and pets.**

If the deceased person had any pets then it is important that the pets are taken care of in the event of death. The family members, relatives or close friends should take the responsibility of taking care of the pets. If there is more than a single pet, then the family members and relatives can decide between themselves who gets to keep which pet. If it is not possible for the close relatives to care for the pets you can put out the word with a photo to friends, co-workers, social media and the local veterinarian, if the pet still doesn't have a home contact your local RSPCA or similar for help.

# A FEW DAYS AFTER THE DEATH, YOU SHOULD ARRANGE THE FOLLOWING:

Arrange for a relative, Executor, Trustee or Legal guardian to look through the deceased documents to see if there is a prepaid funeral plan. If not you need to contact Respect 01427 612992 to arrange a fitting funeral, be it a private unattended funeral service, a simple attended funeral service or a traditional funeral service. Respect will help with the choice of Shroud or Coffin, the location and time of the service and help you with the preparation of any newspaper notice and family eulogy.

If the deceased belonged to any religious groups or associations or served in the military then you need to contact that organisation. They may choose to conduct the funeral service or provide funeral benefits.

Ask a relative or friend to make sure that everything in the home of the deceased goes back to normal. Have someone to keep a watch on the person's residence, answer / divert phone calls, collect mail, water the plants and clear out the fridge.

# THESE ARE THINGS YOU NEED TO DO WITHIN THE FIRST DAYS AFTER DEATH

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- ① Obtain a Doctor's certificate of Cause of Death
- ② Choose a Green Burial or Greener Cremation
- ③ Register the death with the local registrar's office
- ④ Request multiple copies of the death certificate

Give us a call on:  
**01427 612 992**

# YOU SHOULD ALSO CONSIDER CONTACTING THE FOLLOWING:

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- If the person who has passed has a sizeable estate, over £6,750.00 in cash or over £325,000.00 in assets you should consider contacting a professional trust and estates solicitor who can help you to transfer assets as well as assist with all probate issues.
- A tax professional or accountant to find out if a final income-tax return or an estate-tax return should be filed.
- The investment adviser of the deceased person, for valuable information on holdings.
- Life Insurance Company to obtain any claim forms.
- Bank, to find any safe deposit boxes and transfer or close accounts.
- DWP Social Security and other government agencies from where the deceased used to receive any benefits.
- For advice on claiming assistance with the cost of the funeral from the DWP please

call our office and we can explain who can and who can't claim.

- Pension providers, for stopping payments and getting claim forms.

- Stopping Junk mail. Contact the bereavement register on line, its free

Or ensure you use the 'Tell Us Once' service when registering the death.

- Utility Companies; for changing or stopping services and the postal service for stopping or forwarding mail.

- Consider closing all utilities if the property is rented.

- Ensure insurances are kept running but inform them the person has died.

# YOU SHOULD ALSO CONSIDER CONTACTING THE FOLLOWING:

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- **Close Social Media Accounts;**  
You should also make sure to close down any social media accounts that the person might have. The deceased person may have profiles with various social media sites like Facebook, Twitter, LinkedIn, Google+, Pinterest, YouTube to name but a few and all of these should be closed as quickly as possible. You can also let the profile members know why you are taking this step. There are a number of online resources from where you can know how to log into these profiles and get them cancelled.



# THREE THINGS YOU **DO** **NOT** WANT TO DO

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You should always avoid doing the following blunders:

- ① Fail to inform legal and government agencies;
- ② Forget to attend to all bank or financial matters relating to the deceased;
- ③ Forget to arrange all financial means to organise a funeral, be it Green Burial or Greener Cremation.



# LOGBOOK

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A helpful logbook to track your calls.

DATE	PERSON CALLED	PURPOSE OF CALL	OUTCOME

