

**When someone dies (what to do on death)**

This is intended as a purely factual guide. Dealing with the personal grief and feelings of loss make the process either a relief for some or frankly a nightmare for others. We are all different. We hope this provides a helping hand – please print off and use to make notes.

Immediate Action / 5 days from death	Comments
<p><b>Notify GP</b></p>	
<p>If a Coroner's report is required, contact the <b>Coroner's Office</b> to establish timescales as you cannot register a death until the report is issued. The Coroner will issue an Interim Certificate of Fact of Death.</p> <p><b>Coroners Office Telephone Numbers</b></p> <p><b>Chelmsford:</b> 01245 506763</p> <p><b>Colchester:</b> 01206 742300</p>	
<p>Notify Funeral Director (Check if Prepaid Funeral Plan in place).</p> <p>Please note that if you arrange the funeral you will be responsible for the fees.</p> <p>If you are unsure as whether a cremation or burial service is required:</p> <ul style="list-style-type: none"> <li>• Check any Will – a copy may be with the deceased's papers or held by his or her solicitor</li> <li>• If the funeral director has dealt with the deceased's family in the past they tend to retain records which they will be happy to access for you.</li> </ul>	

<p><b>Gather together</b> the following items/information</p> <ul style="list-style-type: none"> <li>• Birth, Marriage/Civil Partnership certificates</li> <li>• National Insurance Number</li> <li>• NHS medical number</li> <li>• Tax reference</li> </ul>	
<p><b>Hospital</b> – arrange to visit to collect doctor’s certificate of cause of death</p>	
<p><b>Register the death</b> at the registrar in the location of death within 5 days of death. You should make an appointment and allow ½ hour. Local numbers are :</p> <p><b>Braintree:</b> 01376 342432</p> <p><b>Chelmsford:</b> 01245 430700</p> <p><b>Colchester:</b> 01206 572926</p> <p>Take the following information:</p> <p>(The items listed above and)</p> <ul style="list-style-type: none"> <li>• Full name and last address</li> <li>• Maiden name, if relevant</li> <li>• Deceased husband’s name, if relevant</li> <li>• Date and place of birth</li> <li>• Date and place of death</li> <li>• National insurance number</li> <li>• Occupation</li> <li>• Doctor’s certificate stating cause of death</li> </ul>	<p>Normally the next of kin registers the death.</p>

<p><b>Formalise arrangements for the funeral</b></p> <ul style="list-style-type: none"> <li>Burial/Cremation Authority</li> </ul>	
<p><b>Is there a Will?</b></p> <p>Find out where the original is held. If you are not the executor, then make contact with them. They are responsible for dealing with property and money, paying expenses and tax and ensuring that the terms of the Will are carried out.</p> <p>If there is no Will, establish who is responsible for dealing with the deceased's affairs. (See Intestacy)</p>	<p>Grant of Representation</p>
<p>If the house is empty contact house insurers as this is generally a condition of the Policy</p>	
<p>Contact bank</p>	

Please feel free to contact us if you would like to speak to someone regarding any of the above.

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