"Tell Us Once" will notify:

HM Revenue and Customs (HMRC) - to deal with tax and cancel benefits

Department for Work and Pensions (DWP) - to cancel benefits, eg income support

Driver and Vehicle Licensing Agency (DVLA) - to cancel a driving licence

Passport Office - to cancel a passport

The local council - to cancel housing benefit, council tax benefit, a Blue Badge, inform council housing services and remove the person from the electoral register.

You'll have to let the relevant organisations know about the death yourself if your local registered office doesn't offer the Tell Us Once service or you choose not to use it.

Useful Numbers and Website:

Registry Office:	01908 372101
Age UK:	01908 550700
Citizens Advice:	01908 604475
The Bereavement Register:	0800 082 2233
DWP	0845 606 0265
Probate Helpline:	0300 123 1072

www.gov.uk/wills-probate-inheritance

NPMC

What Should I Do

When Somebody Dies?

Newport Pagnell Medical Centre send their condolences to you during these hard times. We are here to help you, so please don't hesitate to reach out to us.

We hope that this leaflet will be a useful tool. It has been designed to help you to understand how to make the necessary arrangements and who the important people are that you may need to contact.

The First Steps

There are 3 things you must do in the first few days after someone dies.

1. Get a medical certificate from a GP or hospital doctor. You'll need this to register the death. Let the GP know if there is going to be a cremation as this involves more paperwork.

2. Register the death within 5 days (8 days in Scotland). You'll then get the documents you need for the funeral.

3. Arrange the funeral - you can use a funeral director or arrange it yourself.

You can usually use the "Tell Us Once" service (see back cover for details) to report a death to most government organisations in one go.

You don't need to deal with the will, money and property straight away.

What does The Coroner do?

When a death is reported to a Coroner, it may take a few days to get the death certificate. A doctor may report the death to a coroner if the:

◊ Person who died was <u>not</u> visited by a Medical Practitioner during their final illness.

◊ The cause of death is unknown or the death was sudden.

◊ If the death was unexplained or if the death was violent or unnatural.

◊ If the person who died wasn't seen by the doctor who signed the medical certificate within 14 days before death or after they died.

◊ If the death occurred during an operation or before the person came out of anaesthetic.

◊ Or if the medical certificate suggests the death may have been caused by an industrial disease or industrial poisoning.

The coroner may decide that the cause of death <u>is clear</u>. In this case:

◊ The doctor signs a medical certificate.

◊ You take the medical certificate to the registrar, then the coroner issues a certificate to the Registrar stating a post-mortem isn't needed.

"TELL US ONCE"

"Tell Us Once" is a service that lets you report a death to most government organisations in one go.

Your local registrar will have given you a unique reference number to access the "Tell Us Once" service online or by phone. You'll need details about the deceased which includes:

◊ Date of birth

◊ National Insurance number

◊ Driving Licence number

◊ Passport number

◊ Details of any benefits or entitlements they were getting, eg State Pension

◊ Details of any local council services they were getting, eg Blue Badge

◊ Name and address of their next of kin

◊ Name, address and contact details of the person or company dealing with their estate (property, belongings and money), known as their 'executor' or 'administrator'.

◊ You need permission from the next of kin, the executor, the administrator or anyone who was claiming joint benefits or entitlements with the deceased, before you give their details.