

Arranging a funeral creates a certain amount of administration, so here is a ten point checklist to help you through.

Tick any appropriate boxes

- 1. Speak to the hospital and/or the doctor to obtain a medical form. This will allow you to register the death. If the coroner is involved speak to him about when the body will be released for the funeral
- 2. Make an appointment with registrar office (www.gro.gov.uk/content/deaths). Take that Medical cert plus ID like passport, birth and wedding certificate of the deceased. This will make registering easier. Order extra death certificates - six is advised - for banks, insurance policies etc of the deceased.
- 3. Inform family and friends of death
Work through the list including employer, health workers, social services, banks etc. Cancel future dated appointments.
- 4. Ascertain if there is a will and check for funeral instructions.
- 5. Make appointment with funeral director.
Have in mind prior to this meeting when you wish to have the funeral; taking into consideration travelling distances for other mourners. Special dates that you wish to avoid.
At this meeting the discussion will be about the coffin, transport, visiting the Chapel of Rest, flowers, orders of service, music, person to take the service, donations in memory, where to go after the funeral, jewellery, online obituary etc. Remember to bring the green form issued to you by the registrar.
- 6. If there is a pre-paid funeral plan you will also need a death certificate. We will be able to help explain the instructions we had received from the secease.
- 7. We will provide you with confirmation of the arrangements and costs estimate. If there is money in the deceaseds account, funeral costs can be paid prior to probate being granted. The bank will advise you as we will on other payment methods or worries..
- 8. Order flowers, book reception, inform family, colleagues and friends of the funeral date.
- 9. Consider memorial wishes, what to do with ashes, inscriptions for headstones.
- 10. Deal with probate, if there is no will you will need to make an application to the registry for a grant of letter of administration.