



## What to do when a loved one dies Immediately following a death



### *A Survivor's Checklist:*

- 1. Contact the funeral home who will take your loved one into their care.
- 2. Contact your minister.
- 3. Alert immediate family members and close friends.
- 4. If employed, contact the deceased's employer.
- 5. If applicable, notify agent under power of attorney.
- 6. Alert the executor of your loved one's Will.
- 7. Notify religious, fraternal, and civic organizations that your loved one was a member.
- 8. Notify your attorney regarding the probate of the estate.
- 9. Arrange for the care of any dependants.
- 10. If the deceased had any pets, arrange for their immediate care.
- 11. Remove any valuables from the deceased's home, secure the residence , and take steps to make the home appear to be occupied. (for example, use of lamp timers.)
- 12. Arrange for the disposal of any perishables left in the deceased's home, such as food, refrigerated items, and existing refuse.
- 13. Alert the Post Office to forward the deceased's mail.
- 14. Locate your loved one's important documents:
  - Will
  - Social security card
  - Military discharge papers (DD-214)
  - Deed to burial property
  - Copy of funeral prearrangements
  - Life insurance policies

15. Compile the following information about the deceased that the funeral home will need in order to finalize the death certificate.

- First, middle, and last name
- Maiden name (if applicable)
- Home address
- Social security number
- Date of birth
- Date of death
- Gender
- Race/Ethnicity
- Marital status
- Spouse's first and last name
- Highest level of education attained
- Occupation
- Place of birth (city and state)
- Father's name
- Mother's name (maiden)

*If your loved one was a Veteran:*

- Date entered service
- Place entered service
- Service number
- Date separated from service
- Place separated from service
- Grade, rank, or rating
- Organization and branch of service