

4 Important Steps

- after a death in the family

1

The Doctor - obtain the MCCD:

Obtain the medical certificate of cause of death (MCCD). You may need to collect this from the surgery or hospital.

2

The Registrar - register the death and obtain the death certificate:

Register the death officially with the Registrar within 5 days.

The registrar will need the following items:

- MCCD
- deceased's full name, date and place of death
- deceased's date and place of birth
- deceased's most recent occupation
- the name, occupation and date of birth of their spouse or civil partner

Use the online code the Registrar gives you to register the death at the government's online 'Tell Us Once' service within 28 days: simultaneously notifying DWP, Pension Service, HMRC, DVLA, Passport Office and the local authority for council tax purposes. They may request more information - the deceased's NI number, Details of State Pension/Benefits received, and if applicable, Driving Licence Number, Passport Number, Blue Badge Number

3

The Funeral Director - start to make funeral provisions

First, check if there are funeral wishes specified in the Will

Notify the funeral home of the death and begin to make funeral arrangements

4

Contact Your Solicitor - our probate specialists can help with:

- the Grant of Probate application
- explaining the rules of intestacy
- advising Executors in their role(s)
- liaison with the Court of Protection or Office of the Public Guardian (where the deceased had a Deputyship Order or LPA in place)
- locating a Will / reading a Will
- how to advise Will beneficiaries
- estate finances
- liaison with HMRC for tax, inheritance tax (IHT) purposes