

Notifying Agencies/Organisations when someone has died



Leeds Palliative
Care Network

When someone has died, you may need to (or wish to) notify several difference organisations about the death. The chart below contains suggested agencies or organisations to contact*. You can print the chart and add your own

ORGANISATION/AGENCY	NOTES (e.g. reference numbers; name of person contacted)	TELEPHONE NO.	EMAIL ADDRESS	DATE NOTIFIED
'TELL US ONCE' There is a free 'Tell Us Once' service through which you can report a death in Scotland, England and Wales What to do after someone dies: Tell Us Once - GOV.UK The service enables most government departments to be automatically informed of the person's death. These include the following:				
Driver and Vehicle Licensing Agency (DVLA): for cancellation of driving license				
HM Revenue and Customs (HMRC): for personal tax affairs				
Passport Office: for cancellation of passport				
Department for Work and Pension (DWP): for cancellation of benefits and entitlements e.g. Universal Credit, State Pension				
Any local authority (council) services e.g. Blue Badge Scheme; Electoral Register				

ORGANISATION/ AGENCY	NOTES (e.g. references numbers; name of person contacted)	TELEPHONE NO.	EMAIL ADDRESS	DATE NOTIFIED
LEGAL				
Coroner's Office				
Police Officer				
Family Liaison Officer				
Registrar of Deaths				
Executor of Will				
Solicitor				
FUNERAL				
Funeral Director				
Faith Leader/Celebrant				
FINANCIAL				
Financial Advisor				
Life Insurance				
Home Insurance				
Car Insurance				
Pet Insurance				
Bank/Building Society: for cancellation of direct deb- its, standing orders, hire purchase agreements, loans, mortgage				
Landlord, Housing Associa- tion, Council Housing: for cancellation of accommo- dation				
Pension scheme(s) (private or workplace related)				

ORGANISATION/ AGENCY	NOTES (e.g. references numbers; name of person contacted)	TELEPHONE NO.	EMAIL ADDRESS	DATE NOTIFIED
HOME				
Mail deliveries that need cancelling	Www.thebereavementregister.org.uk	0800 082 1230		
Council Tax				
Utilities:				
- Electric				
- Gas				
- Water				
- TV				
- Broadband provider				
- Telephone (landline)				
- Telephone (mobile)				
HEALTH AND CARE PROVIDERS				
GP of the person who has died				
Hospital – if person was attending				
Optician				
Dentist				
Social Services				
WORK				
Your own workplace				
Workplace of the person who has died				
School/University				
Jobcentre Plus				

ORGANISATION/ AGENCY	NOTES (e.g. references numbers; name of person contacted)	TELEPHONE NO.	EMAIL ADDRESS	DATE NOTIFIED
PERSONAL				
Membership of organisations e.g. golf, football, library, gym				
Social Media accounts e.g. Facebook, Twitter, LinkedIn, Instagram, Tik-Tok				
Check the person's diary if possible and cancel appointments				
IDENTIFYING SUPPORT FOR YOURSELF AND OTHERS				
Your GP				
Emotional support in your area	AtaLoss.org: UK wide bereavement signposting and information website Find Support Now Bereavement services Leeds.gov.uk			
Financial assistance of benefits you may be entitled to e.g. bereavement support	Bereavement services Leeds.gov.uk			
Other key resources that may help you	Leeds Palliative Care Network - Bereavement Support			

*This is by no means an exhaustive list, but the suggestions may help you to consider who may need to be informed.

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