

What To Do When Someone Dies

Printable Checklist — Lodge Brothers

This guide helps you take things one step at a time. You do not need to do everything at once. Keep this checklist with you and tick items as they are completed.

Step 1 — Immediate Actions

If the death occurs at home:

- ☐ Call the GP (if death was expected)
- ☐ OR call NHS 111 if out of hours
- ☐ Wait for a medical professional to verify the death

If in hospital or care home:

- ☐ Staff will notify the appropriate professionals
- ☐ Ask what paperwork will follow next

If sudden or unexpected:

- ☐ Call 999 immediately
- ☐ Expect police and paramedics to attend
- ☐ Coroner may be informed

Step 2 — Contact a Funeral Director

- ☐ Call Lodge Brothers once the death is confirmed
- ☐ We will explain the next steps clearly
- ☐ We can arrange transfer into our care, gently and respectfully

Step 3 — Medical Examiner Review (Required since Sept 2024)

- ☐ A Medical Examiner will now review all deaths
- ☐ They will check medical notes and speak with the attending doctor
- ☐ They will authorise the certificate OR refer to the Coroner

Step 4 — Registering the Death (within 5 days)

- ☐ Book an appointment with the local Registrar
- ☐ Gather the following information:
 - ☐ Full name and address of the deceased
 - ☐ Date and place of birth
 - ☐ Occupation
 - ☐ Details of spouse or civil partner
 - ☐ National Insurance number (if known)
 - ☐ Any pensions or state benefits

The Registrar will issue:

- ☐ Green Form – for burial or cremation
- ☐ BD8 Form – for DWP and pensions
- ☐ Copies of the Death Certificate (if purchased)

Step 5 — If the Coroner Is Involved

- ☐ A post-mortem or CT scan may be required
- ☐ You may receive an Interim Certificate
- ☐ Documents for the registrar may be sent directly

Step 6 — Tell Us Once Service (government scheme)

- ☐ Used during registration
- ☐ Notifies multiple departments at once:
- ☐ DWP
- ☐ HMRC
- ☐ DVLA
- ☐ Passport Office
- ☐ Local council (tax & housing)

Banks, utilities and private companies must be contacted separately.

Step 7 — Arranging the Funeral

- ☐ Contact Lodge Brothers to begin planning
- ☐ Choose burial, cremation or memorial service
- ☐ Discuss service format and location
- ☐ Consider music, readings or tributes

Step 8 — Practical and Legal Matters

- ☐ Notify banks, insurers and utility providers
- ☐ Begin probate or intestacy process
- ☐ Seek legal advice if needed
- ☐ Return medical equipment or medications

Step 9 — Emotional Support

- ☐ Speak with family and friends
- ☐ Ask Lodge Brothers for bereavement guidance
- ☐ Useful contacts:
 - Cruse Bereavement Support – 0808 808 1677
 - Samaritans – 116 123
 - Mind – 0300 123 3393

Need Immediate Help?

Lodge Brothers are available at any time of day or night.
We listen. We guide. We take care — one step at a time.

Call your nearest Lodge Brothers branch

Or visit our website to speak with someone today.

Lodge Brothers

Trusted since 1780

The Lodge Family Difference

From simple farewells to traditional funerals