

## To Do List in Case of Death

### When death just occurred

- Call a doctor to verify the death and ask for a death certificate
- Inform relatives of the death
- Find out if there is a burial folder or file ( consider last wishes of the deceased person)

You will need the following documents of the person that died:

	Single	Married	Widowed	Divorced
Identity Card	✓	✓	✓	✓
Birth Certificate	✓	✓	✓	✓
Marriage Certificate		✓	✓	✓
Death Certificate			✓	
Divorce Decree				✓

### In the first 36 hours

- Contact Funeral home and get offers
- Choose a funeral home and decide what you want them to take care of for the funeral ceremony.
- Organize the transfer of the deceased
- Create a list of relatives and friends of the deceased who should be invited for the funeral and they come together afterwards .

## **In the first 72 hours**

- Report death to the residents registration office
- Report death to the health insurance and to the retirement pension institution
- Report death to the employer of the deceased, if applicable.

## **Before the funeral**

- Plan the funeral service and create an outline of the funeral service
- Arrange appointments with the funeral celebration speaker (s)
- Arrange funeral feast (if so desired by the deceased in his directives)
- Choose tomb and flowers or decoration
- Contact life and death insurances to receive payment(s)
- Order grief announcement and grief cards
- Inform probatecourt ( Submit the will , ask for 10-15 inheritance certificates )
- Cancellation of all current payments (e.g. rent)
- Notification of death at clubs , organizations , banks , the post
- In case death happened in a hospital, hospice or in a nursing home pick up personal things and clothes.

## **After the funeral**

- Clarify what happens with the personal items, furniture etc.
- Cancel rental agreement /clarify ownership of real estate
- Organize grave design and grave care (if so desired by the deceased in his directives)
- Oder tombstone (if so desired by the deceased in his directives)
- Apply to the retirement pension institution for continued payment ( ¼ year ) of the pension of the deceased
- Inform tax office (regarding income tax declaration)