



# WHAT TO DO WHEN SOMEONE DIES

*When a loved one passes away, working out what administrative steps need to be taken can be a daunting process.*

At Goughs we would be pleased to assist you in any aspects of the administration of a loved one's estate and to guide you through the process.

There are, however, a number of things that are normally done prior to arranging to see a solicitor.

Set out below is a brief summary of the different steps that need to be taken for you to use as a checklist to navigate this difficult time.

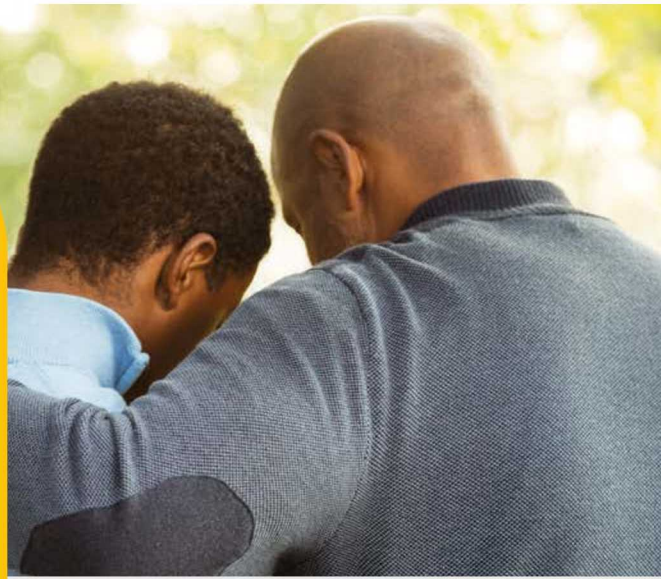


### **1. Get a medical certificate**

In order to register a death and obtain a Death Certificate, you must obtain a medical certificate from a doctor. This certificate is usually in a sealed envelope and you are told not to open it and to take it to the Registrar.

If your loved one passed away in a hospital, the hospital will give this to you. If your loved one passed away at home, you will likely need to speak to their GP.

*"Clear and straightforward service. Maxine's fees were clearly stated and I felt able to raise all relevant issues"*  
P R, Corsham



### **2. Register the death**

Once you have the medical certificate, you should contact your local Registrar in order to register the death. You will need to take the sealed envelope containing the medical certificate with you. (This may be sent to the Registrar on your behalf).

The Registrar will ask for some information about the deceased (date and place of birth, occupation, usual address, marital status, the name of any spouse and their occupation and, where the deceased is female, their maiden name). This information will be compiled on the Death Certificate and you will then be asked to sign to certify that this information is correct.

The cost of a Death Certificate is £11 per copy. It is more expensive to order additional copies at a later date and we would recommend ordering sufficient copies at this stage, we can advise how many you may need. This will allow either you, or Goughs on your behalf, to send copies of the Death Certificate to institutions that require them without having to wait for one to go back and forth in the post.

When registering the death, the Registrar will ask if you would like to use the 'tell us once' service. This is a free service whereby the Registrar will notify various government bodies (such as the DVLA, HM Passport Office, the Department for Work and Pensions, TV Licensing etc.) of the death. This will save you from having to notify them at a later date. We would recommend that you use this service, you can give Goughs as a contact if you are instructing us.

### **3. Arrange the funeral**

After the death has been registered, the Registrar will have provided you with what is known as the 'Green Form'. This is a form that you must provide to your chosen funeral directors to allow them to proceed with the arrangements for the funeral.

Once the funeral has taken place and you have received the funeral invoice, you can take this to the deceased's bank and they will settle this from the deceased's accounts before the estate has been administered. We can assist you in this respect.

### **4. Come and see us**

Once the above steps have been arranged (or if you require any assistance with any aspect of the estate discussed above) please get in touch with us and we will arrange a meeting to talk you through the process of administering the estate and we will provide you with whatever assistance you may require going forward with the administration.

## WHAT OUR CLIENTS HAD TO SAY

*"Friendly exact explanations on all legal aspects, helpful throughout and always with a smile" Mr & Mrs C, Westbury*

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*"Very understanding. I'd recommend Emma Taylor for all later life matters"*  
*Mrs W, Chippenham*

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*"We liked Phillip's quiet efficiency, his understanding and knowledge of the subject"*  
*R & L Bunnett, Corsham*



### **HAVE YOU BEEN PUTTING OFF UPDATING YOUR WILL?**

Get in touch today.



### **ARE YOU AWARE OF THE TESTACY RULES?**

Speak to your lawyer for more information.

## OUR OFFICES

### **CALNE**

The Strand, Calne  
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### **CHIPPENHAM HIGH STREET**

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### **CHIPPENHAM, GREENWAYS**

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