

HBT
SMART TOOLS

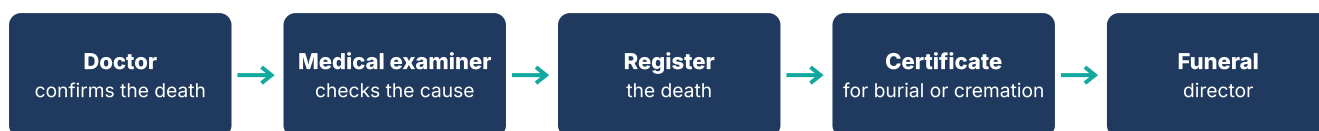
AFTER A DEATH: UK ADMIN CHECKLIST

Who to tell, in what order, with room to track it

- ✓ The first steps and the deadlines gov.uk gives
- ✓ Tell Us Once: what it covers and what it does not
- ✓ Tracker for every organisation you tell
- ✓ Checked against gov.uk on 18 October 2026

STEP BY STEP

The first steps, in order



Order as shown on gov.uk 'What to do after someone dies'.

- 1 **The doctor confirms the death** and contacts the medical examiner. This can take a few days.
- 2 **Wait for the medical examiner's office** to confirm you can register the death.
- 3 **Register the death within 5 days** of getting that confirmation (8 days in Scotland). Weekends and bank holidays count. If you need more than 5 days, tell the register office straight away.
- 4 **You will get a certificate for burial or cremation**, often called 'the green form'.
- 5 **Give the certificate to the funeral director**, crematorium or burial authority. This must happen before the funeral can take place.

NOT COVERED HERE

This sheet follows the gov.uk page as checked on 18 October 2026. If the death must be reported to a coroner, or happened abroad, read the matching gov.uk pages. The 5-day and 8-day (Scotland) registration times are the ones gov.uk gives on that page; it does not state a Northern Ireland time, so ask your register office. Start at gov.uk/after-a-death.

DATES FOR YOUR OWN CASE

Step	Date	Done
Death confirmed by doctor		☐
Registration appointment		☐
Certificate given to funeral director		☐
Funeral date		☐

Tell Us Once, and everyone it does not cover

The registrar explains **Tell Us Once** when you register the death. They either complete it with you or give you a unique reference number so you can use the service yourself online or by phone. **You must use the service within 28 days of getting your unique reference number.**

TELL US ONCE INCLUDES

- HM Revenue and Customs (HMRC)
- Department for Work and Pensions (DWP)
- Passport Office
- DVLA (licence, vehicle keeper, vehicle tax)
- Your local council
- Veterans UK
- Social Security Scotland
- Some public sector pension schemes

YOU TELL THESE YOURSELF

- Banks and building societies
- Mortgage provider or landlord
- Insurers
- Utility companies
- Private pension providers
- Employers

Tell Us Once works if the person lived in England, Scotland or Wales. Check gov.uk if they lived in Northern Ireland or permanently abroad.

TRACKER

Organisation	Reference number	Date told	Done

WHAT COMES NEXT

Help, money and the estate

gov.uk lists these as things to check. Whether any applies to you depends on your circumstances: read the gov.uk page for each before you rely on it.

Item	What gov.uk says	Checked?
Funeral costs	Help with funeral costs may be available (see 'Arrange the funeral' on gov.uk)	☐
Bereavement Support Payment	Listed for you to check if your partner has died	☐
Statutory Parental Bereavement Pay and Leave	Listed to check if your child has died or you have had a stillbirth	☐
Guardian's Allowance	Listed to check if you are bringing up a child whose parents have died	☐
Your own tax, pension and benefits	These can change depending on your relationship to the person who died	☐

THE ESTATE

- Estimate the value of the property, money and possessions to check whether Inheritance Tax is due
- You might need to apply for probate before you can deal with the estate
- Pay any debts and taxes owed, then share out the estate under the will or the law

NOTES

Who I spoke to	What was agreed	Follow up by

Starting point: gov.uk/after-a-death. Tell Us Once: gov.uk/tell-us-once. Sources and exact quotes are in sources.md.

General information only, not professional advice. Facts checked against the pages listed in sources.md on 18 October 2026.

Rules change: check the page before you act.