Post Death Planning Guide

IMMEDIATELY FOLLOWING THE DEATH, YOU SHOULD:

□ Contact the funeral home to take your loved one into their care.

□ Contact your minister. □ Alert immediate family members and close friends.

□ If employed, contact the deceased’s employer. □ If applicable, notify agent under Power of Attorney.

□ Alert the executor of your loved one’s Will. □ Notify religious, fraternal, and civic organizations that your loved one was a member of.

□ Notify your attorney regarding the probate of the estate. □ Arrange for the care of any dependents.

□ If the deceased had any pets, arrange for their immediate care. □ Remove any valuables from the deceased’s home, secure the residence, and take steps to make the home appear to be occupied (for example, use of lamp timers).

□ Arrange for the disposal of any perishables left in the deceased’s home—such as food, refrigerated items, and existing refuse. □ Alert the Post Office to forward the deceased’s mail.

Locate loved one’s important documents:

□ Will □ Birth certificate □ Social Security card □ Marriage license □ Military discharge papers (DD-214) □ Deed to burial property □ Copy of funeral prearrangements □ Life insurance policies

Compile the following information that the funeral home will need in order to finalize the death certificate:

□ Deceased’s first, middle, and last name □ Deceased’s Maiden Name (if applicable) □ Deceased’s Home Address □ Deceased’s Social Security Number □ Deceased’s Date of Birth □ Deceased’s Date of Death □ Deceased’s Age □ Deceased’s Gender □ Race/Ethnicity □ Marital Status

□ Spouse’s first and last name □ Deceased’s highest level of education attained □ Deceased’s Occupation □ Deceased’s Place of Birth (City and State) □ Deceased’s Father’s Name □ Birth City □ Birth State □ Deceased’s Mother’s Name □ Birth City □ Birth State

If your loved one was a Veteran: □ Entered Service Date □ Entered Service Place □ Service Number □ Separated from Service Date □ Separated from Service Place □ Grade, Rank or Rating □ Organization and Branch of Service


DEATH CERTIFICATES-STATE OF MICHIGAN: Michigan Department of Health and Human Services, 517-335-8656 OR VRCustomerService@michigan.gov

DEATH CERTIFICATES-STATE OF OHIO: Ohio Department of Health, ohh.ohio.gov OR 614-466-2531