

# Robert A. Drew & Sons Ltd

## What To Do When Someone Dies – Printable Checklist

*(You do not need to do everything at once. Take this one step at a time.)*

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### Immediate Actions

#### **If the death occurs at home (expected):**

- Contact the GP to verify the death
- If outside GP hours, call **NHS 111**

#### **If the death occurs in hospital or a care home:**

- Staff will guide you through the initial steps
- A doctor will begin the medical documentation

#### **If the death is sudden or unexpected:**

- Call **999 immediately**
  - Police and paramedics may attend
  - The death may be referred to the Coroner
  
  - Ensure a medical professional has verified the death
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### Contact a Funeral Director

- Contact **Robert A. Drew & Sons**
- Arrange for your loved one to be brought into care
- Discuss next steps at your own pace

#### **Robert A. Drew & Sons Ltd**

78 Main Street, Willerby, Hull HU10 6BZ

**Tel:** 01482 656537

**Email:** robertadrew@robertadrew.karoo.co.uk

- Available 24 hours a day, 365 days a year
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### Medical Examiner Process (England & Wales)

*(Introduced September 2024)*

- Medical Examiner reviews medical records
  - Medical Examiner speaks with the attending doctor
  - Medical Certificate of Cause of Death is issued
  - Case referred to Coroner (if required)
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**Register the Death (Within 5 Days)**

- Book an appointment with the Register Office
- Take required information and documents

**You will need:**

- Full name, address and date of birth of the deceased
- Date and place of death
- Occupation
- Spouse or civil partner details (if applicable)
- National Insurance number (if known)
- Details of pensions or benefits

**You will receive:**

- Green Form (for burial or cremation)
  - BD8 Form (DWP / pensions)
  - Death Certificates (buy extra copies if needed)
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**Local Register Offices**

**Hull Register Office**

City Customer Service Centre, Alfred Gelder Street, Hull HU1 2AA

 01482 300300

**East Riding Register Office**

County Hall, Beverley HU17 9BA

 01482 394899

- Find others at: [www.gov.uk/register-offices](http://www.gov.uk/register-offices)
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**If the Coroner Is Involved**

- Await guidance from the Coroner's Office
- Provide information if requested
- Funeral arrangements may proceed once released

**Local Coroner:**

**Hull & East Riding Coroner's Service**

County Hall, Beverley HU17 9BA

 01482 393920

 [coroner@eastriding.gov.uk](mailto:coroner@eastriding.gov.uk)

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**Tell Us Once Service**

- Use Tell Us Once via the registrar
- Notify DWP, HMRC, DVLA, Passport Office & Council
- Keep the reference number provided

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**Arrange the Funeral**

- Choose cremation or burial
- Select type of service:
  - Direct Cremation
  - Simple Cremation
  - Traditional / Bespoke Funeral
  - Burial or Natural Burial
- Choose date, time and location
- Discuss music, readings and personal touches
- Confirm arrangements with your funeral director

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**After the Funeral – Practical Matters**

- Notify banks and building societies
- Contact insurers
- Notify pension providers
- Arrange probate (if there is a will)
- Follow intestacy rules (if no will exists)
- Close or transfer utility accounts

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**Bereavement & Emotional Support**

- Cruse Bereavement Support** — 0808 808 1677
- Samaritans (24 hrs)** — 116 123
- Hull & East Yorkshire Mind** — 01482 240000
- Child Bereavement UK** — 0800 02 888 40
- Ask us for local counselling or support groups

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**Remember**

- Take breaks when needed
- Ask for help — you don't have to do this alone
- There is no “right” timescale for grief

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**Robert A. Drew & Sons**

We listen. We guide. We take care — one step at a time.