

After a Death Checklist



In British Columbia, when someone dies and you need to look after their affairs, you will make decisions about what to do next. This checklist helps you determine who to notify and keeps you organized.

Keep Track

The checklist can be used on its own or with the website. It's also a good idea to have a journal or create a file folder on your computer to keep track of key information.

Each death is different. Handling the affairs of someone who died is also always different.

Not everything on the checklist will apply to you, but it will point you in the right direction.

General Guidance

- If the death was expected, talk to the medical professionals
- If the death was unexpected,
 - ↪ Contact emergency services (Call **9-1-1**)
 - ▶ Or the BC Coroners Service
- You may need to make arrangements to move the body
 - ▶ If you don't use a funeral home, contact Service BC
- Register the death and get the death certificate(s)
- Let important people know, this could include family or friends
- Find the will and estate information, and determine the executor or administrator
 - ▶ A will lets you know what to do with a person's estate
 - ▶ An executor or administrator carries out the instructions of the will
 - ▶ If there is no will, you may need to seek legal counsel or contact the courts
- Decide if you want to use a funeral home
- Plan a funeral or memorial
- Get financial or emotional support
 - ↪ You can contact Service BC for a list of resources at **1-800-663-7867**
- Cancel services and accounts for the person who died

The After a Death website also has detailed information and links to resources such as needed forms.

gov.bc.ca/afterdeath

The website includes:

First Steps

The first things to do when someone dies

Get Support

Access emotional, financial and legal support resources

Plan a Funeral or Memorial

Find a funeral home and learn what they can do to help

Manage Wills and Estates

Learn how to find a will and how to carry out the will

Who to Notify

A web version of the checklist with more explanation

General Contact Telephone Numbers

PROVINCIAL CONTACTS

Service BC

If you need help at any point in your journey, Service BC provides support. Visit in person or call toll free.

📞 1-800-663-7867

Funeral cost supplement

You may be eligible for the funeral cost supplement. The funeral cost supplement is available through the Ministry of Social Development and Poverty Reduction.

📞 1-866-866-0800

FEDERAL CONTACTS

Service Canada

Service Canada helps you complete almost all the tasks for Government of Canada services except outstanding taxes. You can complete taxes at a later date through the Canada Revenue Agency.

The Government of Canada may provide Employment Insurance (EI) and Canada Pension Plan (CPP) survivor benefits to eligible next-of-kin.

📞 1-800-277-9914

EMOTIONAL SUPPORT

BC Bereavement Helpline and BC Victims of Homicide

Offers you care and support when going through grief.

📞 1-877-779-2223

Crisis Centre BC

A free helpline providing support to people in distress.

Call if you're worried, upset, confused or just want to talk to someone.

📞 1-800-784-2433

REGISTER THE DEATH

Do This

If you don't work with a funeral home and don't have a death certificate

- A funeral home typically registers a death
- If you have a death certificate, the death has already been registered

If you don't work with a funeral home, you can register the death through Vital Statistics or Service BC

Who Can Do This?

The funeral director or any person with a valid reason

What You Need

- A copy of the Medical Certification of Death provided by a doctor, nurse practitioner or coroner
- Identification of the person who died

NOTES



Do this soon



Do this to reduce fraud risk

How to Contact

Contact Vital Statistics directly.

Vital Statistics

📞 1-888-876-1633

Service BC

📞 1-800-663-7867

Do I Need to Contact?

Y | N | ?

GET THE DEATH CERTIFICATE

Do This

To provide proof of a death to government agencies, insurance companies and other organizations

Who Can Do This?

Any person with a valid reason

What You Need

- No documents required; however, the death must be registered

NOTES



Do this soon



Do this to reduce fraud risk

How to Contact

Contact Vital Statistics directly.

Vital Statistics

📞 1-888-876-1633

Service BC

📞 1-800-663-7867

Do I Need to Contact?

Y | N | ?

CANCEL A CANADIAN PASSPORT



Do this soon



Do this to reduce fraud risk

Do This

If the person who died had an active Canadian passport

Who Can Do This?

Any person

What You Need

- An uncertified copy of the death certificate
- Passport

NOTES

How to Contact

Mail the passport to the
Canadian Passport Program
Gatineau, QC
K1A 0G3 Canada

Do I Need to Contact?

Y | N | ?

CANCEL A CITIZENSHIP CERTIFICATE OR PERMANENT RESIDENT (PR) CARD



Do this soon



Do this to reduce fraud risk

Do This

If the person who died held a Canadian Citizenship Certificate, Permanent Resident Card, or had recently applied for one

Who Can Do This?

Any person

What You Need

Citizenship Certificate

- The Canadian citizenship certificate
- Letter indicating your name, address, telephone number and relationship to the person who died
- An uncertified copy of the death certificate, funeral home notice or newspaper report

Permanent Resident (PR) Card

- The PR card
- Letter indicating your name, address, telephone number and relationship to the person who died
- An uncertified copy of the death certificate, funeral home notice or newspaper report

NOTES

How to Contact

Government of Canada

📞 **1-888-242-2100**
in Canada

📞 **1-888-576-8502** (TTY)

Citizenship Certificate

Mail location depends on the situation. Contact Immigration Canada to find out the address.

Permanent Resident (PR) Card

CPC-PRC Sydney
P.O. Box 10020
Sydney, NS
B1P 7C1

Do I Need to Contact?

Y | N | ?

CANCEL DRIVER'S LICENSE, BCID AND/OR BC SERVICES CARD



This can wait



Do this to reduce
fraud risk

Do This

If the person who died had an active driver's licence, BCID, and/or BC Services Card

Who Can Do This?

Any person

What You Need

- An uncertified copy of the death certificate
- Driver's licence, BC Identification Card or BC Services Card to be cancelled

NOTES

How to Contact

Visit a local driver's licensing office.

Or by mail

**Insurance Corporation of
British Columbia (ICBC)
Licensing Unit**

PO Box 3750, Victoria, B.C.
V8W 3Y5

Do I Need to Contact?

Y | N | ?

TRANSFER VEHICLE OWNERSHIP



This can wait

Do This

If the person who died owned or jointly owned a vehicle

Who Can Do This?

- The surviving owner if the vehicle is registered jointly
- The will administrator
- Person named in a letter of undertaking

What You Need

- Original or certified copy of the death certificate
- A fully completed Transfer/Tax Form
 - ▶ Available at the broker's office
- The current vehicle registration
- If the surviving spouse wants to keep the plate without a decal as a keepsake, a valid marriage certificate or a notarized statutory declaration
 - ▶ Declaration available at the broker's office
- There may be other information required depending on the scenario. For example:
 - ▶ Grant of probate and/or grant of administration
 - ▶ Will and/or a court order

NOTES

How to Contact

Contact an **Autoplan broker**.

- A broker will help cancel or change the policy

**Insurance Corporation
of British Columbia (ICBC)**

To find your closest broker

📞 **1-800-910-4222**

Do I Need to Contact?

Y | N | ?

SETTLE FEDERAL TAXES WITH CANADA REVENUE AGENCY (CRA)



This can wait



Do this to reduce fraud risk



Has financial impact

Do This

If the person who died paid taxes

Who Can Do This?

Executor or administrator

What You Need

- Social Insurance Number (SIN) – but not the physical card
- An uncertified copy of the death certificate
- Complete copy of the will or other legal document such as the grant of probate or letters of administration
- The mailing address of the estate
- Form: Request for the Canada Revenue Agency to Update Records

NOTES

How to Contact

Canada Revenue Agency

📞 1-800-959-8281

Do I Need to Contact?

Y | N | ?

NOTIFY BC PENSIONS



This can wait



Has financial impact

Do This

If the person who died was a member or a retired member of a B.C. pension plan

Who Can Do This?

The spouse, beneficiary or executor

What You Need

- Two personal identifiers such as the Person ID (on pensions statements), date of birth, telephone number or address
- An uncertified copy of the death certificate
- The executor's contact information
- Various documents and information depending on the scenario

NOTES

How to Contact

The BC Pension Corporation

📞 1-800-663-8823

College Pension Plan

📞 1-888-440-0111

Public Service Pension Plan

📞 1-800-665-3554

Teachers' Pension Plan

📞 1-800-665-6770

Municipal Pension Plan

📞 1-800-668-6335

WorkSafe BC Pension Plan

📞 1-888-440-0111

Do I Need to Contact?

Y | N | ?

NOTIFY WORKSAFE BC



This can wait



Has financial impact

Do This

If the person who died had an active claim with WorkSafe BC

Who Can Do This?

Any person, but executor or administrator is preferred

What You Need

- An uncertified copy of death certificate

NOTES

How to Contact

WorkSafe BC

📞 1-888-967-5377

Or by mail

PO Box 4700 Stn Terminal
Vancouver, B.C.
V6B 1J1

Do I Need to Contact?

Y | N | ?

NOTIFY BC HOUSING



This can wait



Has financial impact

Do This

If the person who died was receiving subsidized housing or rental assistance

Who Can Do This?

Any person

What You Need

- Nothing required, but you must be able to provide executor or administrator contact details

NOTES

How to Contact

BC Housing

📞 1-866-465-6873

Do I Need to Contact?

Y | N | ?

CHANGE OWNERSHIP OF MANUFACTURED OR MOBILE HOME



This can wait



Has financial impact

Do This

If the person who died was the joint owner of a registered manufactured or mobile home in B.C.

Who Can Do This?

Executor or administrator

What You Need

- An original or certified copy of the death certificate
- Form: Notice to Transfer or Change Ownership

NOTES

How to Contact

BC Registries and Online Services

📞 1-877-526-1526

Or by mail
PO Box 9431, Stn Prov Govt
Victoria, B.C.
V8W 9V3

Do I Need to Contact?

Y | N | ?

CHANGE OWNERSHIP OF LAND WITH LAND TITLE AND SURVEY AUTHORITY OF BC (LTSA)



This can wait



Do this to reduce fraud risk



Has legal impact

Do This

If the person who died was on the title of a property

Who Can Do This?

Legal representative

What You Need

- Requirements may vary, contact a legal professional for direction

NOTES

How to Contact

BC Land Title and Survey

📞 1-877-577-5872

(In Canada and U.S.A.)

📞 1-604-630-9630

(Outside Canada and U.S.A.)

Do I Need to Contact?

Y | N | ?

CONTACT THE RCMP CANADIAN FIREARMS PROGRAM



This can wait

Do This

If the person who died had a firearms licence or a firearm

Who Can Do This?

Executor or administrator

What You Need

- An uncertified copy of the death certificate or other official proof of death
- Form: Declaration of Authority to Act on Behalf of an Estate
 - ▶ Contact the RCMP Firearms Program for the form

NOTES

How to Contact

RCMP Canadian Firearms Program

☎ 1-800-731-4000
(In Canada and U.S.A.)

☎ 1-506-624-6626
(Outside Canada and U.S.A.)

▶ Fax: 1-888-449-7911

Do I Need to Contact?

Y | N | ?

CONTACT FRONTCOUNTER BC



This can wait

Do This

If the person who died held a licence, permit or tenure related to:

- Crown lands
- Forestry
- Water
- Mining
- Other natural resource activity

Who Can Do This?

- Executor or administrator

What You Need

- Requirements may vary based on the authorization held by the deceased
- An uncertified copy of the death certificate is required in most cases

NOTES



Has financial impact

How to Contact

FrontCounter BC

☎ 1-877-855-3222
(In Canada and U.S.A.)

☎ 1-778-372-0729
(Outside Canada and U.S.A.)

Do I Need to Contact?

Y | N | ?

CONFIRM MEDICAL SERVICES PLAN (MSP) HAS BEEN CANCELLED



This can wait



Do this to reduce
identity theft



Has legal impact

Do This

If the person who died was a B.C. resident but died outside of B.C.

Who Can Do This?

Any person

What You Need

- No documents required, but you need to provide
 - ▶ Full name
 - ▶ Personal health number
 - ▶ Date of birth
 - ▶ Date of death

NOTES

Health Insurance BC (HIBC)

📞 1-800-663-7100

Or by mail

PO Box 9035 Stn Prov Govt
Victoria, B.C. V8W 9E3

Do I Need to Contact?

Y | N | ?

LET ELECTIONS BC KNOW



This can wait

Do This

If the person who died was a B.C. resident but died outside of B.C.

Who Can Do This?

Family member or executor and administrator

What You Need

No documents are required, but you need to provide:

- Date of birth
- Date of death
- Your name
- Your relationship to the person who died
- Contact information

NOTES

How to Contact

Elections BC

📞 1-800-661-8683

📞 1-888-456-5448 (TTY)

Do I Need to Contact?

Y | N | ?

INSURANCE COMPANIES

Reasons to Contact

You may need to cancel payments or access life insurance benefits

Who Can Do This?

Depends on the situation

NOTES



This can wait



Do this to reduce fraud risk



Has financial impact

Do I Need to Contact?

Y | N | ?

BANKS AND CREDIT UNIONS

Reasons to Contact

You may need to access funds or close out accounts

Who Can Do This?

Depends on the situation

NOTES



This can wait



Do this to reduce fraud risk



Has financial impact

Do I Need to Contact?

Y | N | ?

INVESTMENT FIRMS

Reasons to Contact

You may need to access or transfer funds

Who Can Do This?

Depends on the situation

NOTES



This can wait



Do this to reduce fraud risk



Has financial impact

Do I Need to Contact?

Y | N | ?

CREDIT CARD

Reasons to Contact

You may need to cancel cards

- This includes department stores or online banks

Who Can Do This?

Depends on the situation

NOTES



This can wait



Do this to reduce fraud risk



Has financial impact

Do I Need to Contact?

Y | N | ?

CREDIT BUREAUS: EQUIFAX AND TRANSUNION

Reasons to Contact

Reduces the risk of fraud

Who Can Do This?

Depends on the situation

NOTES



This can wait



Do this to reduce fraud risk



Has financial impact

How to Contact

Equifax

📞 1-800-465-7166

TransUnion

📞 1-800-508-2597

Do I Need to Contact?

Y | N | ?

MORTGAGE BROKER

Reasons to Contact

There may be an outstanding mortgage

Who Can Do This?

Depends on the situation

NOTES



This can wait



Do this to reduce fraud risk



Has financial impact

Do I Need to Contact?

Y | N | ?

UTILITIES

Reasons to Contact

You may need to cancel or transfer services

Who Can Do This?

Depends on the situation

Possible utilities to contact

- Electricity
- Gas
- Propane
- Oil delivery
- Telephone
- Cell phone
- Internet
- Cable TV provider
- Streaming services providers

NOTES



This can wait



Do this to reduce fraud risk



Has financial impact

Do I Need to Contact?

Y | N | ?

PROPERTY MANAGER OR OWNER

Reasons to Contact

You may need to terminate the tenancy if the person who died was renting or leasing

Who Can Do This?

Depends on the situation

NOTES



This can wait



Do this to reduce fraud risk



Has financial impact

Do I Need to Contact?

Y | N | ?

MUNICIPAL GOVERNMENT

Reasons to Contact

You may need to transfer billing and property taxes if the person who died owned real estate

Who Can Do This?

Depends on the situation

NOTES



This can wait



Do this to reduce fraud risk



Has financial impact

Do I Need to Contact?

Y | N | ?

OTHER PROVINCES OR COUNTRIES

Reasons to Contact

You may need to deal with assets, residency, documents or services in places other than B.C.

Who Can Do This?

Depends on the situation

NOTES



This can wait



Do this to reduce fraud risk



Has financial impact

Do I Need to Contact?

Y | N | ?

EXTENDED HEALTH PROGRAMS

Reasons to Contact

You may need to cancel payments and receive applicable benefits

Who Can Do This?

Depends on the situation

NOTES



This can wait



Has financial impact

Do I Need to Contact?

Y | N | ?

PHARMACIES

Reasons to Contact

You may need to cancel prescriptions and dispose of medication

Who Can Do This?

Depends on the situation

NOTES



This can wait



Has financial impact

Do I Need to Contact?

Y | N | ?

☐ ONLINE ACCOUNTS AND SOCIAL MEDIA

Do This

You should deactivate online accounts that the person who died may have had

- Email
- Social Media
- Website logins
- Telephone or tablet applications
- Online shopping

Who Can Do This?

Depends on the situation

What You Need

Deactivating these can be different for each account. In many cases, you will need to provide information, such as:

- Username
- Death certificate
- Link to their obituary
- Your name and relation to the person who died

Reasons to Contact

- Many accounts are not closed automatically after inactivity
- There is a risk of identity theft or fraud
- Accounts are often linked to payment methods or other accounts
- Remaining accounts can be unsettling to other



This can wait



Do this to reduce identity theft



Has financial impact

Do I Need to Contact?

Y | N | ?

NOTES

☐ COMMUNITY: CLUBS, ORGANIZATIONS AND RELIGIONS

Reasons to Contact

- The person who died may have been in community groups such as clubs, organizations and religious groups
- This could include non-profit organizations and charities
- You should notify the group and end the deceased's membership, as well as stop any fees or donations

Who Can Do This?

Depends on the situation

What You Need

Make a list of any clubs, organizations or religious groups the person may have been part of. Contact each club, organization or place of worship to find out what the next steps are.



This can wait



Do this to reduce identity theft



Has financial impact

Do I Need to Contact?

Y | N | ?

NOTES

Resources for Indigenous Peoples

If the person who died was Indigenous, contact their community to learn about options and resources.

Contact Indigenous Services Canada (ISC)

For resources, including burial on a reserve

☎ Toll free: **1-800-665-9320** (for calls within B.C. only)

☎ **604-775-5100**

▶ Fax: **604-775-7149**

Indigenous Services Canada B.C. Region Mailing Address

Suite 600 – 1138 Melville Street
Vancouver, B.C.
V6E 4S3

Contact the Métis Nation British Columbia

☎ Toll free: **1-800-940-1150** (for calls within B.C. only)

☎ **604-557-5851**

▶ Main Fax: **778-571-9402**

▶ Finance Fax: **778-571-9403**

MNBC Provincial Office Location and Mailing Address

Unit 107 – 5668 192nd Street
Surrey, B.C.
V3S 2V7

Contact the Inuit Tapirit Kanatami

☎ Toll free: **1-866-262-8181** (for calls within Canada)

☎ **613-238-8181**

▶ Fax: **613-234-1991**

Mailing address

Suite 1101 – 75 Albert Street
Ottawa, ON
K1P 5E7