

# Who to Notify when Someone Dies

When someone dies, a number of people and organisations need to be advised. With some of these organisations you may need to present them with a copy of the death certificate before they will action your request.

**After locating personal records and documents, you can use the following checklist for people and organisations you may need to contact:**

PERSON OR ORGANISATION TO BE CONTACTED	NOTIFIED OF DEATH?	NOTES AND CONTACT DETAILS	DETAILS OF PERSON WHO DIED
Accountant			
Australian Taxation Office		Phone: 132 865	
Ambulance Service		Phone: 1800 648 484	

PERSON OR ORGANISATION TO BE CONTACTED	NOTIFIED OF DEATH?	NOTES AND CONTACT DETAILS	DETAILS OF PERSON WHO DIED
Australian Electoral Commission		Phone: 132 326	
Banks			
Building Societies			
Centrelink payments		Phone: 132 300	
Charities			
Chemist			

PERSON OR ORGANISATION TO BE CONTACTED	NOTIFIED OF DEATH?	NOTES AND CONTACT DETAILS	DETAILS OF PERSON WHO DIED
Church (or religious organisation)			
Child Support services		Phone: 131 272	
Clubs <i>e.g. the RSL, Sporting</i>			
Credit card / hire purchase providers			
Credit Unions			
Dentist			

PERSON OR ORGANISATION TO BE CONTACTED	NOTIFIED OF DEATH?	NOTES AND CONTACT DETAILS	DETAILS OF PERSON WHO DIED
Department of Veterans' Affairs			
Doctor			
Electricity Company			
Employer / Former Employers			
Executor of the Will			
Family and Friends			

PERSON OR ORGANISATION TO BE CONTACTED	NOTIFIED OF DEATH?	NOTES AND CONTACT DETAILS	DETAILS OF PERSON WHO DIED
Financial Advisors			
<b>Foreign pension authority</b> <i>If authority's details are unknown contact Centrelink's International Services</i>		Phone: 131 673	
Funeral bond		Yes / No	
Funeral insurance		Yes / No	
Gardening Service			
Gas Company			

PERSON OR ORGANISATION TO BE CONTACTED	NOTIFIED OF DEATH?	NOTES AND CONTACT DETAILS	DETAILS OF PERSON WHO DIED
Health benefits fund			
Health professionals <i>e.g. physiotherapist, naturopath, podiatrist, chiropractor, optometrist</i>			
Hearing centre			
Home Care – Nursing Service			
Home Delivery Services <i>e.g. newspapers, subscriptions</i>			
Hospital			

PERSON OR ORGANISATION TO BE CONTACTED	NOTIFIED OF DEATH?	NOTES AND CONTACT DETAILS	DETAILS OF PERSON WHO DIED
<b>Insurance companies</b> <i>e.g. Life, Accident, Vehicle, Home &amp; Contents</i>			
<b>Landlord, tenants</b>			
<b>Local council</b>			
<b>Meals-on-Wheels</b>			
<b>Medicare services</b>		Phone: 132 011	
<b>Local post office</b>			

PERSON OR ORGANISATION TO BE CONTACTED	NOTIFIED OF DEATH?	NOTES AND CONTACT DETAILS	DETAILS OF PERSON WHO DIED
Funeral director			
Prepaid funeral		Yes / No	
Professional bodies / associations <i>e.g. solicitor, accountant, doctor</i>			
Public Services <i>e.g. library</i>			
Public Trustee			
Religious advisor			



PERSON OR ORGANISATION TO BE CONTACTED	NOTIFIED OF DEATH?	NOTES AND CONTACT DETAILS	DETAILS OF PERSON WHO DIED
Social Worker			
Solicitor			
Superannuation fund			
Telecommunication providers <i>e.g. phone, internet, mobile etc</i>			
Trade Union or Professional Association			
University, College, School			

PERSON OR ORGANISATION TO BE CONTACTED	NOTIFIED OF DEATH?	NOTES AND CONTACT DETAILS	DETAILS OF PERSON WHO DIED
Vehicle registration and licensing authorities			
Veterinary			