

Settling the affairs of the deceased

If you have recently had a bereavement in your family, firstly, we would like to express our condolences at this particularly difficult time.

What to do

Some of the main things to be done, other than registering the death and arranging the funeral, are listed below.

Please note: This is not a complete list covering everyone's individual circumstances.

Things to send back

The following items of the deceased should be returned. Include a note of explanation and the date of death with each of the documents. The items marked * can be dealt with at the Register Office's 'Tell Us Once Service'.

- *any pension or benefit cheques to the office which issued the payment
- *library books and tickets
- *passport to the Passport Office
- *driving licence to the Driver and Vehicle Licensing Agency (DVLA), Longview Road, Swansea SA6 7JL
- *Centro bus or travel pass
- Blue Badge to health and social care service
- Carelink alarm (and pendant, if applicable)
- National Insurance papers to the relevant office
- membership cards of clubs and associations
- NHS equipment such as wheelchairs, hearing aids and artificial limbs

People to tell

You should tell the following about the death. The organisations marked * can be contacted via the Register Office.

- *Health and social care department of the council if the person was getting meals-on-wheels, home help, or lived in a care home
- *Inland Revenue
- *the housing department of the council if the person who has died was living in a council house
- *Council Tax office and/ or Business Rates office
- *water suppliers (Severn Trent and/or South Staffs Water), if the deceased person was responsible for the water rates
- deceased's landlord if living in rented accommodation.
- deceased's family doctor
- deceased's employer or trade union.
- deceased's bank(s) or building society(s).

- the teacher, employer or college of a child or young person, if a parent, brother, sister, grandparent or close friend has died.
- deceased's insurance company
- utility suppliers.
- Royal Mail so that they can redirect the deceased person's mail to the person who will be responsible for the estate.
- any company or personal pension provider

Contact us

If you want more details about our services, please contact us by:

- E-mail: register.office@wolverhampton.gov.uk
- Telephone: 01902 555777
- Fax: 01902 554987

Write or visit:

The Register Office
Wolverhampton City Council
Civic Centre
St Peter's Square
Wolverhampton
WV1 1RU