



Dear Client Family

RE: Registered Death Certificate

One of the important issues we generally attend to whilst assisting you at this time is to apply on your behalf for a formal Death Certificate from Births, Deaths & Marriages.

This document is often needed in relation to various legal and estate issues that you may need to attend to at this time.

After the funeral, the information required to register your loved one's death will be sent to the Registry of Births, Deaths and Marriages where it will be matched with the Medical Certificate of Cause of Death and the death registration will be finalised. The Registered Death Certificate will be posted by the Registry to the nominated family representative.

This process may take up to six weeks from the date of the funeral. If you have not received the Registered Death Certificate by six weeks after the funeral, please contact us on 1800 260 444 and we will follow this up on your behalf. Please note that this process may take longer if the coroner is involved.

In addition to legal and estate issues, there are often many other people and organisations you may need to contact. We hope the checklist on the reverse side of this letter is of assistance in this regard.

If you have any queries about these issues, please contact us on 1800 260 444.

Kind Regards

Mary Kokkinakis,
Regional Manager

KILMORE

9 Sydney Street, Kilmore
Telephone: (03) 5782 1140
Facsimile (03) 5781 1073

WALLAN

Shop 6/41 High Street, Wallan
Telephone: (03) 5783 2203
Facsimile (03) 5783 2263

SEYMOUR

12-14 Emily Street, Seymour
Telephone: (03) 5792 1046
Facsimile (03) 5799 1237



In our experience most families have a number of people and organisations that they will be required to contact at the time of a death. You may find this a helpful guide to assist you at this time.

- ☐ Accident Insurance
- ☐ Accountant
- ☐ Ambulance Service (1800 648 484)
- ☐ Australian Taxation Office (13 28 61)
- ☐ Banks
- ☐ Building Societies
- ☐ Centrelink (13 23 00)
- ☐ Chemist
- ☐ Church or Religious Organisations
- ☐ Clubs, Organisations and Associations
- ☐ Companies (*eg Directorships*)
- ☐ Credit Card Providers
- ☐ Credit Unions
- ☐ Dentist
- ☐ Department Veteran Affairs (9284 6000)
- ☐ Doctor, Specialist or Hospital
- ☐ Electoral Office (9285 7171)
- ☐ Electricity
- ☐ Employer/former Employer
- ☐ Executor of Will
- ☐ Financial Institutions/Loan Companies
- ☐ Friendly Society
- ☐ Gardening Services
- ☐ Gas
- ☐ Home Appliance Rental
- ☐ Home and Contents Insurance
- ☐ Home Delivery Service
(*eg Newspapers, Milk, Subscriptions*)
- ☐ Home Nursing Help
- ☐ Household Help
- ☐ Landlord
- ☐ Life Insurance
- ☐ Local Council
- ☐ Meals on Wheels
- ☐ Medicare (13 20 11)
- ☐ Optometrist
- ☐ Post Office
- ☐ Private Health Benefit Fund
- ☐ School or College
- ☐ Service Organisations (*eg Library*)
- ☐ Solicitor or Public Trustee
- ☐ Superannuation Company
- ☐ Telephone Company
- ☐ Trade Unions or Professional Associations
- ☐ Vehicle Insurance
- ☐ Vehicle Registration Vic Roads (13 11 71)
- ☐ Veterinary Surgeon
- ☐ Veterans Affairs