

This checklist is designed to help someone notify family, friends, neighbours, organisations, and wider contacts after a bereavement. It covers different situations, including whether you have access to phones, computers, passwords, or address books.

Is it time for a cuppa and a chat?

First things first - gather the essentials:

- Full name of the person who has died
- Date of death
- Funeral details (if known)
- Your own contact details
- Death certificate (when available)
- Notebook, or equivalent, to keep records



Decide what level of communication is manageable for you - you do not need to contact everyone right away.

You can think about:

- Telling a small group first
- Asking trusted people to help spread news
- Using phone calls, emails, text messages, letters or notices
- Taking breaks as you need them

When you're ready - work out what information you have

- Do you have information about a close network? E.g.
 - Family members?
 - Neighbours?
 - Community or faith contacts?
 - Friends who share contacts with the deceased?

If **YES**, consider asking one or two reliable people to help notify others. Keep a shared list of who has been informed

If **NO**, here are some possible places to look:

- Paper records
 - Address book
 - Diaries
 - Christmas card list
 - Letters
 - Filing cabinets
 - Telephone books
 - Wallet or handbag
 - Calendar

- Mobile phone records - if you know the passcode
 - Contacts folder
 - Recent calls
 - Text messages
 - WhatsApp or other apps
 - Emergency contacts

- Computer, laptop or tablet - if you can log in
 - Check email contacts
 - Check recent messages, or group messages
 - Calendar
 - Files and folder for letters etc



- Social media - if you can access accounts
 - Post a simple notice if appropriate
 - Ask people to contact you privately
 - Avoid sharing too much information publicly - how would the bereaved person want this event to be handled?

If you DO NOT have passwords or device access

- Look for written passwords kept safely at home
- Check to see if anyone else knows the passcodes or where they might be stored - Legacy Trail offer this service
- Contact providers, as some companies may be helpful if they receive:

- A death certificate
- Proof you are next of kin or executor

BE AWARE: Access is not always granted and rules can vary by company and country

There is no perfect way to do this. Most people understand that bereavement can make communication difficult. A simple, kind message is enough. And if you are unable to trace a next of kin, Hooper Probate Genealogists can help.

Find more helpful websites: www.opaal.org.uk/campaigns/