

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/](http://www.opaal.org.uk/campaigns/)