

## Bereavement checklist

This document can help you with the death of a partner, family member or close acquaintance. At the time of death, there are many things that need to be arranged, such as when and where should you do what, what should be arranged or what needs to be sorted out. Points of attention are also indicated.

This checklist does not provide the answers but can be used as a guidance and will give you a good indication what you'll have to undertake. Be aware, that this is a general document, certain aspects might be different in other countries.

With all that needs to be done, it is important to observe the laws and regulations of the respective country and the nationality of the person.

The following points are included:

1. Death at home
2. Death in a hospital
3. Death outdoors
4. Transport to the Netherlands
5. Aftercare
6. Formalities in the Netherlands
7. Make copies of the required documents
8. Notes

## Death at home

- Check who to advise when someone dies. Sometimes it's the doctor, but it could also be the police or both.
- Get a death certificate, possibly a provisional one. Both the doctor and the police can provide this.
- Check whether the death certificate is a provisional document or a final document. Often a preliminary deed is issued in the first instance.
- A definitive certificate must be requested following a provisional death certificate. In general, this can be requested from the Town Hall.
- Report the death to the Embassy, this must take place as soon as possible. For this you must have the passport data of the deceased at hand.
- Check whether the Embassy informs various authorities in the Netherlands such as SVB.

### **Family or no family in the country concerned**

- If the deceased has no family in the country in question, please provide the details of family in the Netherlands, if known, to the Embassy.
- If there is no family in the country concerned, agree with the Embassy who can arrange the cremation / funeral. The Embassy will contact family in the Netherlands and if there is no family in the Netherlands anymore, the Embassy will, in consultation, authorize someone who can arrange the cremation / funeral.

- Contact the cemetery, church or temple where the cremation / burial will take place.

### **"Forensic Department"**

- Check whether the body must first be taken to a "Forensic Department" of the police hospital before the funeral / cremation can take place. This can apply in some countries.
- If the body first goes to a police hospital, have the police hospital issue an autopsy report.
- The body is then released for transport to the appropriate cemetery / church / temple. In general, this will be arranged by the Embassy. Coordinate this with the Embassy. If they do not agree with the Embassy, then you need to agree who can do this.

## Death in hospital

The same points of attention as under 1 (Death at home) will often apply to this.

- In the event of death in the hospital, the body sometimes does not have to go to the police hospital.
- It is important to note that no action can be taken until the hospital bill has been paid.

## Death outdoors

It is important to know whether there is a fatal accident or a crime.

In the event of crime, it may take a while for the body of the deceased to be released.

## Transport to the Netherlands

- It is advisable to consult the Embassy.
- Check whether there is a funeral insurance that arranges this.
- Often there are funerals / companies in the country where the deceased lives who arrange this. Inquire what the possibilities are.

## Aftercare

- Check whether the deceased has travel insurance or accident insurance. These can contribute to the costs.
- Check whether there is a local will, a will in the Netherlands or in the country in question. For the Netherlands, this can be verified at:  
<https://www.rijksoverheid.nl/contact/contactgids/centraal-testamentenregister-ctr>
- Check whether someone can access the bank details. If this is not arranged through a will, it often has to go to court, depending on how it is arranged in the country concerned.
- If there is a safe in the house, check how it is handled by the authorities, such as the police. In some countries, the content is seized by the police and can only be released through court. If it is not known how this is arranged, immediately empty the safe, if possible. It takes a long time through a court.
- Check whether you are entitled to a survivor benefit:  
[https://europa.eu/youreurope/citizens/work/unemployment-and-benefits/death-grants/index\\_nl.htm](https://europa.eu/youreurope/citizens/work/unemployment-and-benefits/death-grants/index_nl.htm)
- Check whether the deceased was active on Social Media, such as Facebook, Twitter, LinkedIn or other media.

## Formalities in the Netherlands

- Notification of death must be communicated to all kinds of authorities as soon as possible (such as: municipality, pension fund(s), health insurers, banks, Credit Card companies, tax authorities).
- For reporting to the tax authorities, see:  
[https://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/privel/relatie\\_familie\\_en\\_gezondheid/relatie/overleden/overledene\\_buiten\\_nederland](https://www.belastingdienst.nl/wps/wcm/connect/bldcontentnl/belastingdienst/privel/relatie_familie_en_gezondheid/relatie/overleden/overledene_buiten_nederland)

## Make copies of the following documents

- Passport of the deceased.
- Preliminary death report.
- If there is a Forensic Department of the autopsy report.
- Final death report.
- Get a certified English translation of the death certificate.
- If there is a transport permit, please make a copy of this as well.
- Testament.
- Legal Possibly legalization of documents.

**Some room to take notes**

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