

## **STEPS TO TAKE AFTER DEATH THE PROCEDURES AND FORMALITIES AND THE PROFESSIONAL ORGANISATIONS TO CONTACT**

### WITHIN 24 HOURS OF DEATH

- Declaration of the death must be made within 24 hours at the Mairie where the death occurred
- The funeral director (Pompes Funébres)
- The insurance company – if that person had a pre-paid funeral plan with a Pompe Funébres home
- If on holiday – consult your travel insurance documents
- Private life insurance

### WITHIN 36 HOURS OF DEATH

- Death of one of the partners: the PACS ends by the death of one of the partners. The surviving partner, or any interested party, must send a copy of the death certificate to the Greffe du Tribunal d'Instance which recorded the initial act

### WITHIN 48 HOURS OF DEATH

- Your Employer
- THE ASSEDIC – If that person was unemployed and receiving benefits

### WITHIN 7 DAYS OF DEATH

- Bank in France and United Kingdom
- Savings bank accounts, post office accounts
- Your mortgage provider
- Maladie – CPAM or any other scheme
- Pension fund provider – in United Kingdom or France
- Notaire – for single bank accounts, cancellation of a lease (property), tenants or landlord if your property is rented, or you are renting out a property, succession
- UK solicitor
- Accountant
- Credit companies
- British Consulate in Paris, to return or cancel a passport [www.britishembassy.gov.uk](http://www.britishembassy.gov.uk)
- DVLA to return your licence if a United Kingdom type

### WITHIN 15 DAYS OF DEATH

- Car registration – carte gris (only if the survivor is the heir and not the spouse)

### WITHIN 30 DAYS OF DEATH

- Inform service providers (Utility companies) in order to terminate any contracts (EDF/GDF, Saur, France Telecom)
- Register any change of status with Social Security
- Inform the tax office of altered tax levels
- Inform Taxe d'Habitation and Taxe Fonciere of altered status
- CAF – allowance for single parents (API)
- British Consulate – if you wish to register the death of a British National in the consular register [www.britishembassy.gov.uk](http://www.britishembassy.gov.uk)