GATHERING INFORMATION ***AFTER*** SOMEONE HAS PASSED

A checklist to help you ascertain the value of the estate, notify entities, take steps to terminate services and contracts, and protect against identify theft. Please note Social Security (302-323-0304) and Pension Offices must be notified immediately. This Checklist is not meant to be an endorsement by the Register of Wills Office or a comprehensive list. Most of these are suggestions and are not legal requirements.

IDENTIFICATION AND NUMBERS

___Certified Death Certificate(s)
___Social Security Number_____
___Employee ID Number_____
___Military ID Number_____
___VA Number_____
___Medicare/Medicaid Number_____

IMMEDIATE ISSUES

Prearrangement/Prepayment of Funeral
Memorandum of Intention re: Burial or Cremation
Organ Donation
Cemetery Plots

CERTIFICATES/PAPERS

Marriage
Divorce
Birth
HIPAA Privacy Authorizations *(continuing after death*)

ASSETS

Bank and Credit Unions
___Checking
___Savings
___Safe Deposit Box
Salary
Social Security/Disability Checks
Pension
Annuity
Investments/Stocks/IRA/CD

OTHER ASSETS

Home
Rental Property/Rents
Money that other people owe to decedent
Motor Vehicles

LOCATE ALL INSURANCE POLICIES

___Life_____
___Accident_____
___Disability_____
___Health_____
___Fire & Casualty_____
___Medicare_____
___Home_____
___Motor Vehicles_____
___Motorcycle _____Boat_____
___Trailer_____Mobile Home_____
___Flood_____
___Other_____

NAMES, ADDRESSES AND TELEPHONE NUMBERS

___Decedent's Employer
___Banking Officers
___Physicians, Dentists, Therapists
___Accountants
___Stockbrokers
___Insurance Agents
___Former Spouses *(optional)*
___Natural/Adopted Children
___Neighbors

DEBTS AND LIABILITIES

(Carefully scrutinize all claims)
Mortgage
Credit Cards (cancel all cards)
Loans
Repayment Agreements

Courtesy of Ciro C. Poppiti, III
Register of Wills, New Castle County, Delaware
(302) 395-7800
www.nccde.org/wills

Revised 7/5/13

MEMBERSHIPS/ASSOCIATIONS
Membership(s)_____
Associations_____

AGREEMENTS
___Contracts
___Royalty Agreements
___Leases

UTILITIES AND SERVICES
___Gas
___Electric
___Cable
___Phone
___Cell Phone
___Internet *(including passwords if possible)*

Helpful Contact Numbers and Addresses

Register of Wills for New Castle County
800 North French Street 2nd Floor
Louis L. Redding City/County Building
Wilmington, DE 19801
302-395-7800 or www.nccde.org/wills

Social Security Office
920 West Basin Road, Suite 200
New Castle, DE 19720
302-323-0304 or www.ssa.gov

Delaware Bureau of Vital Statistics
(For Death Certificates)
University Plaza-Chopin Building
258 Chapman Road
Newark, DE 19702
302-283-7130 or www.vitalcheck.com

Veterans Administration
1601 Kirkwood Highway
Wilmington, DE 19805
302-993-1051 or www.wilmington.va.gov

Division of Motor Vehicle (Wilmington)
2230 Hessler Blvd.
New Castle, DE 19720
302-434-3206 or www.delaware.gov/

Division of Motor Vehicle (New Castle)
161 Airport Road
New Castle, DE 19720
302-326-5004 or www.delaware.gov/

Recorder of Deeds for New Castle County
Louis L. Redding City County Building
800 North French Street, 4th Floor
Wilmington, DE 19801-3590
302 395-7700 or www.nccde.org/deeds/home

Delaware State Bar Association
301 N. Market Street
Wilmington, DE 19801
302-658-5279 or www.dsba.org

NOTES:_____
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