

Checklist for bereavement

After occurrence of death

- + No matter if at home, in retirement home or in hospital, call us by occurrence of death
- + Take leave of the deceased in quiet
- + We convey the deceased in person at that time you tell us

Until funeral service/burial

- + Compile a list of all persons who have to be informed (friends, relatives, neighbours, etc.)
- + Inform the employer of the deceased
- + Fix a date with the funeral speaker or clergy
- + Order flower arrangements for the funeral service, if not ordered by funeral director
- + Discuss details and wishes with the inn or restaurant for the funeral feast

Necessary documents (originals)

- + Identification card (ID) or passport of the deceased
- + Certificate of civil status:
 - + When unmarried: Certificate of birth
 - + When married: Certificate of marriage and certificates of birth
 - + When divorced: Certificate of divorce incl. notation of legal effect
 - + When widowed: Certificate of marriage and certificate of death of the marriage partnerGenerally an abridgment of the family register has to submit to us (marriage after 1957 to 2008).
From 2009 on: Certificates of marriage and certificates of birth (also from the marriage partner)
 - + for underage children: Certificate of birth
- + Contract of funeral prevention, if available
- + Insurance documents (funeral benefit, policy of life- or compensation insurance)
- + Number of annuity assurance (you will find it on the Pension ID or on the statements of bank account) and bank details
- + Employee pension
- + Documents of graves, if a grave already exists
- + Health insurance and health insurance number
- + Residence permit
- + Severely handicapped pass
- + Trade union and membership register

In case of bereavement we are available for you every time.

Phone: 040 7909349 or 04108 6067