



## Ontario Death Documentation Checklist

When a person dies in Ontario, Canada, there are several necessary documents and information that need to be gathered and processed. Below is a checklist of some of the essential documents required. For more complete information visit:

<https://www.ontario.ca/page/what-do-when-someone-dies>

- **Death Certificate:** There are two documents commonly referred to as a death certificate in Ontario; however, they have two different uses. One is called a **Medical Certificate of Death**. The second is called a **Proof of Death Certificate**.

Once a death occurs, a physician, nurse practitioner or coroner attending the death completes the Medical Certificate of Death and gives it to the Funeral Director to go with the body. To register a death, a family member and the Funeral Director complete the Statement of Death with information about the deceased. Then the Funeral Director submits both the Medical Certificate of Death and the Statement of Death to the local municipal clerk's office.

Once the death is registered, the next of kin, executor or estate administrator may apply for a death certificate.

[http://www.ontario.ca/en/services\\_for\\_residents/ONT06\\_025762.html](http://www.ontario.ca/en/services_for_residents/ONT06_025762.html)

- **Estates and Wills:** If the deceased had a will, locate the original copy. This legal document outlines the deceased person's wishes for the distribution of their assets and appoints an executor to carry out those wishes.
- **Proof of Executorship:** If you are the designated executor, gather the documents that prove your authority to administer the estate, such as a certificate of appointment or letters probate.
- **Identification of the Deceased:** Gather the deceased person's identification documents, such as a passport, Social Insurance Number, driver's license, health card, and birth certificate.
- **Marriage Certificate (if applicable):** If the deceased was married, have a copy of the marriage certificate available.
- **Birth Certificate of dependents (if applicable):** If the deceased person had dependent children, you may need their birth certificates for various purposes.
- **Financial Records:** Gather information about the deceased's financial accounts, including bank statements, investment documents, pension details, and insurance policies. Gather information about any outstanding debts, loans, mortgages, or other liabilities the deceased had.
- **Tax Information:** Keep records of the deceased's income tax returns and any pending tax matters.

- **Property Ownership Documents:** Gather documents and proof of ownership related to any real estate property or other assets owned by the deceased, such as deeds, titles, vehicle ownership or appraisals.
- **Health Care Information:** Keep records of the deceased's medical history, including recent doctor visits and medications.
- **Contact Information:** Prepare a list of important contacts, including family members, friends, employer, lawyer, accountant, financial advisors, and any other relevant individuals.
- **Beneficiary Information:** Document information on beneficiaries named in insurance policies, retirement accounts, and other assets.
- **Funeral Prearrangement Documents:** If the deceased had prearranged funeral services, gather relevant documents from the funeral home.
- **Final Arrangements:** Keep records of the funeral or cremation arrangements.

For more information on Death Care in Ontario:

[Consumer Information Guide - Bereavement Authority of Ontario \(thebao.ca\)](http://thebao.ca)

It is essential to keep these documents organized and secure throughout the process of settling the deceased's affairs. If you are the executor, it is advisable to consult with a lawyer or estate professional to ensure that all necessary steps are taken to handle the estate correctly