

REQUIRED FORMS

Forms Check list:

1. Registration of Death, required by the Department of Vital Statistics
2. Medical Certificate of Death, supplied and completed by physician
3. Burial Permit, will be received from Vital Statistics
4. Private Transfer Permit, from Business Practices and Consumer Protection Branch
5. Cremation Authorization, supplied by Crematorium
6. Death Certificate, issued by Vital Statistics
7. Birth Certificate
8. Notification of Death, obtained from and returned to Government of Canada
9. Death Benefit Application, obtained from and returned to Government of Canada.

DETAILS OF REQUIRED FORMS

Fill all forms out in black ink so the writing can be copied by fax machines.

Have a local fax number ready for forms to be faxed to you.

1. REGISTRATION OF DEATH

This form is required by the Department of Vital Statistics **as soon as possible** following the death. The forms are numbered, and will be faxed to you when you call 250 712 7595.

The LWS recommends compiling the information on this form ahead of time as part of the preplanning process; it is an added stress to gather the required information at the time a death occurs.

2. MEDICAL CERTIFICATE OF DEATH

The physician of the person who has died will supply this form and fill it out, and it may need to be picked up when completed.

Information concerning the cause of death is confidential to the next-of-kin. If the coroner is involved, they will issue this Certificate.

Unless a legal name change has taken place, the name on these forms must be the same as the name on the person's Birth Certificate, or the forms will be rejected. The Birth Certificate *or* Immigration Papers may be required and should be available.

The Registration of Death and Medical Certificate of Death forms must be faxed together to Vital Statistics as soon as possible to 250 712 7598.

3. BURIAL PERMIT

The Burial Permit will be faxed back from Vital Statistics within a couple of hours of receiving the Registration of Death and Medical Certificate of Death.

Three copies will be issued: one for the funeral director, or the family in the case of a private funeral; one for a religious leader if they are involved; and one for the cemetery or crematorium. The Burial Permit authorizes transportation of the body, which may not be moved until this form and the Private Transfer Permit are received.

WEEKENDS

On weekends, there is a problem obtaining a Burial Permit, as the Vital Statistics Office is closed and a Permit will not be issued until Monday.

If a weekend death is expected, the form may be requested ahead of time.

If difficulty occurs on a weekend, it may be appropriate to obtain assistance from a commercial funeral provider.

4. PRIVATE TRANSFER PERMIT

This form is required because a commercial funeral provider is not involved, and is headed BPCPA Cemetery and Funeral Services. A copy may be available through the LWS; if not, call the District Registrar in Nakusp at 250 265 4865. It should be filled out, faxed, and returned to you, before the body is moved.

5. CREMATION AUTHORIZATION

A form for this authorization is provided by the crematorium, to be completed by the executor or next-of-kin.

The crematorium requires copies of the Medical Certificate of Death, Burial Permit and Private Transfer Permit. They may also ask for the Birth Certificate or Immigration Papers.

6. DEATH CERTIFICATE

This certificate is required if there is an estate to settle, for death benefits, to obtain compassionate airline tickets and for other reasons. It is obtained by calling the District Registrar's office in Nakusp, at 250 265 4865, and faxing in the completed form. There is a fee for each copy.

7. BIRTH CERTIFICATE

Required to accompany proof of death documents.

8. NOTIFICATION OF DEATH

This is used to stop payment of CPP and Old Age Pensions, GST benefits etc, in order to avoid overpayment which would then need to be returned. Call 1 800 959 8281 to obtain the forms.

9. CPP BENEFIT APPLICATION

This only applies to people who have paid into CPP.

The Death Benefit is a one-time, lump sum payment made to the estate of the deceased. The amount depends upon the payments made to the plan; in 2014 the maximum was \$ 2,500.00. The Death Benefit is taxable and will need to be declared as income on the deceased's final income tax form.

CPP Survivor's Pension for legal spouse or common-law partner.

CPP Children's Benefit for dependent or adopted children under 18.

Within a couple of weeks of the death, the original copies of the Registration of Death and Medical Certificate of Death, together with a copy of the Birth Certificate, must be mailed to:

The Department of Vital Statistics
101, 1475 Ellis Street
Kelowna, BC V1Y 2A3.