

## REQUIRED FORMS

### Forms Checklist:

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

## DETAILS OF 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 back to you. Fax is advised for security reasons, as identity theft is easier if information is processed online. If you do not have access to a fax machine, there is one at the Health Center in New Denver.***

## **1. REGISTRATION OF DEATH**

This is required by the Department of Vital Statistics **as soon as possible** after the death. The forms are numbered, and will be faxed back to you when you call **250 712 7562 or 250 861 7592**

or email **[darlene.cross@gov.bc.ca](mailto:darlene.cross@gov.bc.ca)**

Last Wishes 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 material at the time the 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.

The cause of death is confidential to the next-of-kin.

If the Coroner is involved, they will supply and complete this form.

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 form 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 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.

The Burial Permit and Private Transfer Permit together authorize transportation of the body.

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.

### **WEEKENDS**

On weekends, there is a problem obtaining the Burial Permit, as the Vital Statistics Office is closed and a Permit will not be issued til 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 Last Wishes; if not, call the District Registrar in Nakusp at **250 265 4865**. It should be filled out, faxed in 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. Call the District Registrar's Office in Nakusp at **250 265 4865** to obtain

the form, and fax in the completed application. There is a fee for each copy.

### **7.BIRTH CERTIFICATE OR IMMIGRATION PAPERS**

These may be 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 form.

### **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 on the payments made into the plan, with a maximum of \$2500.00. The Death Benefit is taxable and will need to be declared as income on the deceased person's final tax form.

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

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

Call **1 800 277 9914** for details of these plans.

### **10.MAILING FORMS**

Within a couple of weeks of the death, the original copies of the Registration of Death and the 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.