



# End of Life Admin

## Important Documents Checklist

### *Locate personal and legal documents*

- Find the will
- Find any prepaid funeral contract
- Find any written funeral wishes
- Locate photo ID or proof of identity
- Locate Medicare card
- Locate pension, Centrelink, DVA, or concession cards if relevant
- Locate birth certificate, marriage certificate, divorce papers if relevant
- Find superannuation details
- Find life insurance information
- Find bank account details
- Locate any advance care directive or enduring power of attorney paperwork

### *Collect practical information*

- Full legal name of the deceased
- Date of birth
- Place of birth
- Date and place of death
- Occupation
- Marital status
- Names of spouse, children, and parents
- Religious or cultural background
- Any service number if veteran or defence related