

## BRITISH COLUMBIA BEREAVEMENT CHECKLIST

The death of a loved one is a difficult part of life; family members and those close to the deceased are often left to handle various administrative tasks which must take place. This checklist is a tool that can assist with identifying key federal departments and provincial ministries that should be notified of a death to terminate benefits and services or to initiate benefits for survivors.

**Please note:** An original or copy of a death certificate may be required; the requirements vary by program area.

### GENERAL FEDERAL AND PROVINCIAL GOVERNMENT PHONE INQUIRIES



- Government of Canada**  
**CALL:** 1-800-O Canada (1-800-622-6232)
- Service BC Contact Centre**  
**CALL:** In Victoria: 250-387-6121  
In Vancouver: 604-660-2421  
Elsewhere in B.C.: 1-800-663-7867  
Outside B.C.: 604-660-2421

### ABORIGINAL AFFAIRS AND NORTHERN DEVELOPMENT CANADA



- Use the phone number below to report a death and to enquire about available benefits. A copy of the death certificate may be required unless the deceased held joint land on reserve then instructions will be given on what is required.  
**CALL:** 1-604-775-5100  
**FAX:** 1-604-775-7149

### BC HOUSING



- Subsidized Housing and Seniors Programs**  
A copy of the death certificate is not required, information on the deceased will be taken by phone.  
**CALL:** 1-866-465-6873

### BC PENSIONS



If the deceased was a member, or a retired member of one of the following pension plans, please click on the appropriate link below or contact the organization for information. Copy of a death certificate is required for all the pension plans below.

- College Pension Plan**  
**CLICK:** [www.college.pensionsbc.ca](http://www.college.pensionsbc.ca)  
**CALL:** Toll free in Canada and U.S.A.: 1-888-440-0111  
In Victoria: 250-953-4324

*BC Pensions continued*

- Municipal Pension Plan**  
**CLICK:** [www.mpp.pensionsbc.ca](http://www.mpp.pensionsbc.ca)  
**CALL:** Toll free in Canada and U.S.A.: 1-800-668-6335  
 In Victoria: 250-953-4324
- Public Service Pension Plan**  
**CLICK:** [www.pspp.pensionsbc.ca](http://www.pspp.pensionsbc.ca)  
**CALL:** Toll free in Canada and U.S.A.: 1-800-665-3554  
 In Victoria: 250-953-3033
- Teachers' Pension Plan**  
**CLICK:** [www.tpp.pensionsbc.ca](http://www.tpp.pensionsbc.ca)  
**CALL:** Toll free in Canada and U.S.A.: 1-800-665-6770  
 In Victoria: 250-953-3022
- WorkSafe BC Pension Plan**  
**CLICK:** [www.wcb.pensionsbc.ca](http://www.wcb.pensionsbc.ca)  
**CALL:** Toll free in Canada and U.S.A.: 1-888-757-5552  
 In Victoria: 953-4324

## CANADA REVENUE AGENCY



- Income Tax**  
 A copy of the death certificate is required.  
**CLICK:** [www.cra-arc.gc.ca/tx/ndvdl/lf-vnts/dth/menu-eng.html](http://www.cra-arc.gc.ca/tx/ndvdl/lf-vnts/dth/menu-eng.html)  
**CALL:** 1-800-959-8281 (English) or 1-800-959-7383 (French)  
 Push the \* key twice to get an agent who will transfer you to the correct department.

## CITIZENSHIP AND IMMIGRATION CANADA



- Permanent Resident or Canadian Citizenship Card**  
 Please notify if the deceased had or has applied for a Permanent Resident Card, or if they have Canadian Citizenship documents. A copy of the death certificate is required.  
**CALL:** Citizenship and Immigration Canada call centre at 1-888-242-2100, once you have chosen Permanent Resident or Canadian Citizen, press 0 for an agent.

## CRIME VICTIM ASSISTANCE PROGRAM



- Crime Victim Assistance Program**  
 This program may provide assistance to the family in the event of the death of a victim.  
**CLICK:** [www.pssg.gov.bc.ca/victimservices/financial/index.htm](http://www.pssg.gov.bc.ca/victimservices/financial/index.htm)

## ELECTIONS PROVINCIAL AND FEDERAL



- Elections BC**  
 To report a death outside of B.C., contact Elections BC directly. BC Vital Statistics will advise Elections BC of any deaths that occur within the province of B.C..  
**CALL:** Toll free in Canada: 1-800-661-8683

*Elections Provincial and Federal continued*

## Elections Canada

Instruction will be provided on how to email/fax appropriate documentation.

**CALL:** Toll free in Canada or the U.S.: 1-800-463-6868

## FISH, WILDLIFE AND HABITAT MANAGEMENT BRANCH



## Resident Hunter Number Card

Please notify the Fish, Wildlife and Habitat Management Branch or your local Service BC office. A copy of the death certificate is not required for notification.

The following licences expire at the end of each licensing year and do not require formal notification:

**Non-tidal Angling Licences, Angling Licence, Hunting Licence, Angling Guide, Guide Outfitter.**

**CALL:** Service BC Contact Centre in Victoria: 250-387-6121

In Vancouver call: 604-660-2421

Elsewhere in B.C. call: 1-800-663-7867

Outside B.C. call: 604-660-2421

**VISIT:** Your local Service BC Office, [www.servicebc.gov.bc.ca/locations/](http://www.servicebc.gov.bc.ca/locations/)

## HEALTH INSURANCE BC



## Medical Service Plan (MSP)

Contact MSP by phone to notify of the death or visit your local Service BC office. A copy of the death certificate is not required.

**CLICK:** [www.health.gov.bc.ca/insurance/index.html](http://www.health.gov.bc.ca/insurance/index.html)

**CALL:** 1-800-663-7100

**VISIT:** Your local Service BC office, [www.servicebc.gov.bc.ca/locations/](http://www.servicebc.gov.bc.ca/locations/)

## ICBC DRIVERS LICENSING AND AUTOPLAN INSURANCE



## ICBC Drivers Licence or BC Identification Card

Take a copy of the death certificate and driver's licence or BCID card to any driver licensing office.

**Death benefits:** [www.icbc.com/autoplan/basic/basic-covers/benefits](http://www.icbc.com/autoplan/basic/basic-covers/benefits)

**CLICK:** [www.icbc.com/driver-licensing/renew-replace/driver-dies](http://www.icbc.com/driver-licensing/renew-replace/driver-dies)

**VISIT:** Select Service BC offices provide ICBC Drivers services, <http://www.icbc.com/driver-licensing>

## Vehicle Registration and Insurance

Vehicle ownership needs to be transferred into the estate, to the surviving spouse, beneficiary or to a purchaser – then the insurance cancelled. Documents will vary depending on situation.

**CLICK:** [www.icbc.com/registration-licensing/buy-vehicle/transfer-ownership](http://www.icbc.com/registration-licensing/buy-vehicle/transfer-ownership) and contact your Autoplan Broker.

**CALL:** ICBC: 1-800-663-3051

## LAND TITLE & SURVEY AUTHORITY OF BRITISH COLUMBIA



## Interest in land

You will need to transfer ownership in any interest in land to the estate or transmit the interest to the surviving joint tenant. Life estates need to be cancelled. Documents required will vary depending on the situation.

**CALL:** 1-877-577-LTSA (5872) or 604-630-9630

**CLICK:** <http://www.ltsa.ca/cms/Transmit-ownership-of-property-held-in-joint-tenancy>

**VISIT:** A Land Title Office, <http://www.ltsa.ca/cms/land-title-division-land-title-offices>

## MINERAL TITLES



### **Mineral, Placer & Coal Tenure**

If the deceased had an active mining operation at the time of their death, please submit a copy of the death certificate, the will and the contact information for the executor or administrator of the estate.

**EMAIL:** [Mineral.Titles@gov.bc.ca](mailto:Mineral.Titles@gov.bc.ca)

**CALL:** 1-866-616-4999 (must leave a message)

## NATIONAL DEFENCE AND THE CANADIAN FORCES



### **Canadian Forces death benefits**

**CLICK:** <http://www.forces.gc.ca/en/caf-community-benefits-ill-injured-deceased/guide.page?#sdb>

## PASSPORT CANADA



### **Passport**

Return passport with a copy of the death certificate to a Passport Canada office or by mail to Passport Canada. Further instructions can be found in the link below.

**CLICK:** [www.passportcanada.gc.ca/support/faq.aspx?lang=eng&id=q550](http://www.passportcanada.gc.ca/support/faq.aspx?lang=eng&id=q550)

**CALL:** 1-800-567-6868 for instructions

## RCMP



### **Firearms Licencing**

Please call the number below if the deceased had a firearms license or it is unsure if they had one.

**CALL:** 1-800-731-4000

## SERVICE CANADA



### **Old Age Security (OAS) and Canada Pension Plan (CPP)**

Service Canada does not require proof of death to cancel OAS and CPP benefits.

**CLICK:** [www.servicecanada.gc.ca/eng/lifeevents/loss.shtml](http://www.servicecanada.gc.ca/eng/lifeevents/loss.shtml)

**CALL:** 1-800-277-9914 (English) or 1 800 277 9915 (French)

**VISIT:** Your local Service Canada office, [www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?app=hme&ln=eng](http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?app=hme&ln=eng)

### **Employment Insurance**

Copy of the death certificate is required.

**CLICK:** [www.servicecanada.gc.ca/eng/lifeevents/loss.shtml](http://www.servicecanada.gc.ca/eng/lifeevents/loss.shtml)

**CALL:** 1-800-206-7218 (English) or 1-800-808-6352 (French)

**VISIT:** Your local Service Canada office, [www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?app=hme&ln=eng](http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?app=hme&ln=eng)

### **Social Insurance Number (SIN)**

You are no longer required to inform Service Canada of the death if the death occurred in the following provinces: Alberta, British Columbia, Manitoba, Nova Scotia, Ontario, Prince Edward Island or Quebec. The notification of death is received electronically from the Vital Statistics Agencies of these provinces. For these specific provinces, you can destroy the deceased person's SIN card if you have it in your possession. For deaths that occurred in provinces that do not send electronic death notifications to Service Canada, a copy of the death certificate is required.

**CLICK:** [www.servicecanada.gc.ca/eng/lifeevents/loss.shtml](http://www.servicecanada.gc.ca/eng/lifeevents/loss.shtml)

**VISIT:** Your local Service Canada office, [www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?app=hme&ln=eng](http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?app=hme&ln=eng) with the SIN card or number.

**BC Employment and Assistance - Income, Disability and Hardship Assistance**

A supplement may be provided to pay necessary funeral costs of any person who dies in B.C., if the estate of the deceased person or any responsible person has no immediate resources to meet these costs. There is no requirement that the deceased person, or the person’s family, must be recipients of BC Employment and Assistance to qualify for the supplement. Further information can be found at this link below.

**CLICK:** [www.gov.bc.ca/meia/online\\_resource/general\\_supplements/funeral/](http://www.gov.bc.ca/meia/online_resource/general_supplements/funeral/)

**CALL:** 1-866-866-0800 (press 3 and then 4)

VETERAN’S AFFAIRS CANADA



**Veteran’s Benefits**

When calling the number below be sure to enquire about survivor benefits. If you are sure the deceased was a veteran and you have the file number press 1, if you are unsure or don’t have the file number press 2.

**CALL:** 1-866-522-2122 (English) or 1-866-522-2022 (French)

VITAL STATISTICS AGENCY



**Death Registration**

Funeral Directors and their staff are appointed as Vital Statistics Registrars by the Agency and assist the public by completing *Registration of Death* forms, *Burial Permits*, and *Death Certificates*.

**CLICK:** [www.vs.gov.bc.ca/death/](http://www.vs.gov.bc.ca/death/)

**CALL:** Within B.C.: 1-888-876-1633  
In Victoria and outside B.C.: 250-952-2681

**Private Death Registration**

Details can be obtained by visiting a Vital Statistics Agency or Service BC office.

**CALL:** Within B.C.: 1-888-876-1633  
In Victoria and outside B.C.: 250-952-2681

**VISIT:** Your Vital Statistics office, [www.vs.gov.bc.ca](http://www.vs.gov.bc.ca) or your local Service BC office, [www.servicebc.gov.bc.ca/locations/](http://www.servicebc.gov.bc.ca/locations/)

**Death Certificates**

Death Certificates may be obtained from a Funeral Director after the death registration process is complete, online through the Vital Statistics Agency, or in person at a Vital Statistics Agency or Service BC office.

**CLICK:** [www.vs.gov.bc.ca/death/certificate.html](http://www.vs.gov.bc.ca/death/certificate.html)

**CALL:** Within B.C.: 1-888-876-1633  
In Victoria and outside B.C.: 250-952-2681

**VISIT:** Your Vital Statistics office, [www.vs.gov.bc.ca](http://www.vs.gov.bc.ca) or your local Service BC office at [www.servicebc.gov.bc.ca/locations/](http://www.servicebc.gov.bc.ca/locations/)

**Search of Wills Notice**

It is a requirement of the Wills Probate process that a *Search of Wills Notice* be completed.

**CLICK:** [www.vs.gov.bc.ca/wills/](http://www.vs.gov.bc.ca/wills/)

**CALL:** Within B.C.: 1-888-876-1633  
In Victoria and outside B.C.: 250-952-2681

## WILLS AND ESTATES



- ☐ **Wills and Estates** grant letters of administration when there is not Will/Executor, probate etc.  
**CLICK:** [www.vs.gov.bc.ca/wills/](http://www.vs.gov.bc.ca/wills/) or [www.ag.gov.bc.ca/courts/other/wills\\_estates.htm#probate](http://www.ag.gov.bc.ca/courts/other/wills_estates.htm#probate)

## WORKERS COMPENSATION



- ☐ **WCB Claim**  
Survivors of fatally injured workers need to notify WorkSafeBC (WCB) of their loved one's death to terminate benefits. A copy of a death certificate may be required to claim survivor benefits due to a workplace death.  
**CLICK:** [www.worksafebc.com/claims/default.asp](http://www.worksafebc.com/claims/default.asp)  
**CALL:** Toll free in B.C.: 1-888-WORKERS (967-5377)

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*This is not an exhaustive list of all Federal and provincial services that should be notified of a death.*

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## OTHER PLACES OR INSTITUTIONS YOU MAY WANT TO NOTIFY

- \* Municipal Government
- \* Landlord
- \* Extended Health Programs
- \* Insurance Companies
- \* Pharmacy - *disposal of medications*
- \* Credit Bureaus (*Equifax and Trans Union*)
- \* Clubs, Organizations, Churches
- \* Utilities, Credit Cards (*incl. department stores etc.*)
- \* Bank or Financial Institutions
- \* Investments
- \* Disabled Parking Permit