



FUNERAL & ESTATE PLANNING CHECKLIST (JAMAICA AND GLOBAL CONSIDERATIONS)

Planning after the loss of a loved one can feel overwhelming. This checklist, prepared by *Leslie's Serene Rest Funeral Home & Services*, offers clear step-by-step guidance for families in Jamaica while also highlighting universal considerations relevant anywhere in the world. From registering a death and securing vital documents to arranging funeral services and settling estates, it is designed to provide peace of mind, legal clarity, and compassionate support during a difficult time.

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SECTION 1

Immediate After- Death & Legal- Registration Steps (Jamaica)

#	TASK / ACTION	NOTES / DOCUMENTS / DETAILS	✓ DONE / DATE / NOTES
1	Notify the proper authority	If death was sudden, violent, or suspicious → call nearest police station.	
2	Obtain Medical Certificate / Certificate of Cause of Death	For natural deaths: get a Medical Certificate of Cause of Death (MCCD) from the attending doctor.	
3	If death is sudden / violent: secure post- mortem & coroner's documentation	Police / Coroner must arrange autopsy/post- mortem, then provide a Coroner's Certificate (Form D) or Certificate of Finding of Jury (Form E) , plus a burial order.	
4	Register the death with Registrar General's Department (RGD)	Submit MCCD or coroner form + burial order + personal & death details of deceased (name, age, address, parish, etc.) to local district registrar (LDR) in the parish of death.	
5	Obtain a Burial Order / Order for Burial	After registration, RGD issues Burial Order; this is required to proceed with funeral. Note: Burial Order ≠ Death Certificate.	
6	Apply for Official Death Certificate	After burial order is signed (often by minister/person officiating burial), submit application to RGD for certified Death Certificate.	
7	Request multiple certified copies of Death Certificate	It's advisable to get at least three (3) copies for estate, legal, financial, and institutional purposes.	

SECTION 2

Funeral / Burial / Cremation Planning

#	TASK / ACTION	NOTES / DETAILS	✓ DONE / DATE / NOTES
8	Select & engage a funeral home / director	Funeral- home can help coordinate transfer, embalming (if needed), wake, funeral service, and may assist with documentation.	
9	Decide on funeral type: burial or cremation	Ensure Burial Order (or Coroner's clearance) is in hand if death was sudden/violent.	
10	Choose cemetery / burial plot (if burial)	Confirm with local parish or cemetery authority; present Burial Order / Death Certificate as required.	
11	Keep all receipts & records of funeral / burial expenses	Useful later for estate settlement, death- duties, tax, insurance or pension claims.	
12	Notify religious leader / officiant, family, friends, community for wake/funeral arrangements	Ensure cultural or religious customs are respected; allow time for mourners to convene.	

SECTION 3

Securing The Deceased's Legal & Financial Documents

#	TASK / ACTION	NOTES / DETAILS	✓ DONE / DATE / NOTES
13	Locate the deceased's Will / Last Testament (if any)	This determines executor, beneficiaries, and how assets are distributed.	
14	Gather title deeds, land certificates, property records, share certificates, bank books, insurance policies, vehicle documents, etc.	This shows what assets and liabilities belong to the estate.	
15	Determine who will administer the estate (executor or representative)	If no Will, or no valid executor, estate must be administered by Administrator General's Department (AGD), through a Grant of Letters of Administration.	
16	Secure proof of relation to deceased (birth certificates, marriage certificate, IDs) for estate claims	AGD requires proof if you are claiming relationship in order to administer estate.	

SECTION 4

Estate Settlement, Debts, Asset Distribution & Notifications

#	TASK / ACTION	NOTES / DETAILS	✓ DONE / DATE / NOTES
17	Report to AGD (if required)—especially when deceased died intestate or left minor dependents / children	Provides the instrument for lawful administration of estate.	
18	List all assets and liabilities (real estate, bank accounts, loans, debts, property, insurances, business interests, etc.)	Helps in assessing estate value and debts before distribution.	
19	Pay off debts, funeral expenses, taxes, outstanding bills from estate resources	Estate administrator's duty before distributing assets to beneficiaries.	
20	Distribute remaining assets according to Will or intestacy laws	If Will exists, follow its provisions; else, follow legal order under Jamaican law via AGD.	
21	Notify banks, insurers, pension / social- security institutions, land- title offices, creditors, government agencies, etc.	Prevent fraud, stop recurring payments, access benefits or claims.	
22	Cancel subscriptions / memberships / licenses / ID documents (as needed) of deceased	Clean closure of deceased's affairs.	

SECTION 5

Global / Universal Post- Death Considerations (Wise For Any Jurisdiction)

#	TASK / ACTION	NOTES / DETAILS	✓ DONE / DATE / NOTES
23	Inform close family, dependents, beneficiaries about death and next steps	Ensure emotional, legal, financial clarity among survivors.	
24	Secure all original vital documents (birth certificate, death certificate, will, property titles, insurance etc.) in safe place / archive	For future legal, inheritance, family- history, identification needs.	
25	Engage legal counsel (especially if estate complex: property, businesses, overseas assets, minors)	Protect rights, ensure lawful distribution and defend against disputes.	
26	Keep records of all communications, transactions—bank transfers, receipts, expense logs etc.	For transparency, accounting, audit trail, potential contestations.	
27	Provide care and provisions for dependents (minors, elderly, disabled) promptly	Guardianship, maintenance, welfare.	
28	Emotional & community support for mourning—counsel, support- group, spiritual/religious support, family meetings	Honoring grief, healing, unity in loss.	

If you need additional guidance or compassionate support, please contact **Leslie's Serene Rest Funeral Home & Services**. Our team is here to walk with you through every step of funeral planning and estate arrangements.