

Documents Required After Death

A practical administrative reference for families

Documents Required After Death

A practical reference to help families manage the administrative process during a difficult time.

IMMEDIATE DOCUMENTS (Day 1–3)

■ Death Certificate from Hospital	Issued by the hospital or attending doctor. Required for cremation permission and all subsequent filings.
■ Cremation / Burial Permission Slip	Obtained from the local municipality or cremation ground. Required before last rites can proceed.
■ Deceased's Identity Proof	Aadhar Card, PAN Card, Voter ID, or Passport — needed for multiple registrations and claims.
■ Applicant's Identity Proof	The next of kin or family representative must carry their own valid ID for all applications.

WITHIN 2 WEEKS

■ Municipal Death Registration	Register the death with the local municipal corporation. Required by law within 21 days of death in India.
■ Death Certificate (Municipal Copy)	Multiple certified copies should be obtained — typically 6–10 copies as they are needed for various claims.
■ FIR (if applicable)	Required if the death was accidental, sudden, or under suspicious circumstances.
■ Postmortem Report (if applicable)	Required for insurance and legal claims when cause of death is unnatural.

FOR FINANCIAL & LEGAL MATTERS

■ Will / Testament	If the deceased had a registered will, obtain a certified copy from the Sub-Registrar's office.
■ Bank Account Details	Account numbers, FD documents, locker details. Required to initiate transfer or closure.
■ Nomination Forms / Insurance Policies	Collect all insurance policy documents to begin claim processes with respective insurers.
■ Property Documents	Sale deeds, share certificates, and property registrations needed for inheritance transfer.
■ Pension / PF / Gratuity Documents	For government employees or organised sector workers: service book, PF account number, pension details.

Documents Required After Death

A practical administrative reference for families

■ Succession Certificate	Issued by civil court — required when there is no will and multiple heirs need to establish rights.
---------------------------------	---

FOR NRI & OVERSEAS FAMILIES

■ Passport of Deceased	Must be surrendered to the Indian consulate abroad or passport office in India.
■ OCI / PIO Card	Must be notified and cancelled with the relevant consulate.
■ Foreign Death Certificate	If death occurred abroad, obtain a certified copy and have it apostilled or attested.
■ Repatriation Documents	If body is to be brought to India: embalming certificate, consulate NOC, airline specific documentation.

Keep all original documents safe and make 6–10 photocopies of each. Store copies with multiple trusted family members.