



Checklist death

This list is intended to help you get an overview of the steps that need to be taken by the relatives in the event of a death.

1. In the event of a death in your own home:

- notify the doctor, preferably the family doctor or the attending doctor, if the family doctor is not available, notify the emergency doctor (telephone 0900 11 14 14) or the rescue service (emergency call 144).
- the doctor issues the death certificate ("Totenschein")

2. In the event of a death in hospital or in an institution (e.g. nursing home):

- the hospital or institution has to filled out the death certificate, possibly the hospital or institution sends the death certificate directly to the competent registry office,
- Otherwise, the death certificate is handed over to the relatives.



3. In the event of death as a result of an accident, suicide or violent crime:

- the police (emergency call 117) must be notified
- the police take the necessary steps and, if necessary, offer the public prosecutor and public health officer

4. First contact with an undertaker:

- an early first call to a funeral home of your choice is sensible
the experienced funeral director will discuss the next steps with you and clarify the first crucial questions: collection, laying out, transfer to the crematorium, etc.
- You will also receive advice and support from the funeral director if you wish to lay out the deceased at home.

5. Notification to the competent office in the municipality of residence of the deceased:

- The death must be reported to the burial office / registry office of the deceased's place of residence within two days.
- The medical death certificate (if not sent directly to the municipality) and the family record book (if available) must be brought along.



6. The following questions are clarified at the municipality's funeral office:

- Burial or cremation (cremation)
when the cremation will take place (cremation date, cremation permit)
- Type of gravesite (family grave, row grave, communal grave, urn to be taken home)
- Place and date of burial and/or funeral service (funeral, church service)

7. Discuss of following points with the funeral director:

- Selection of a coffin (if not already discussed on the phone)
- Selection of an urn (if a standard cremation urn has not been selected)
- Selection of a grave cross (if prescribed for the chosen gravesite)
- Floral decorations for the funeral, coffin or urn, funeral service and cemetery
- Decoration for laying out and/or farewell in the cemetery or in a church
- Design, printing and mailing of funeral circulars
- Design and placement of an obituary (daily newspaper, regional weekly)
- Selection of a suitable venue for a snack ("Leidessen")



8. Talk with the parish office or with the ritual counsellor:

- make an appointment to talk to the priest in charge or the desired ritual counsellor about the design and content of the funeral service.
- unless otherwise requested, initial, provisional information for a curriculum vitae should be brought to this conversation

9. Dignified farewell at the deathbed or coffin:

- In accordance with the wishes of the relatives, the deceased is collected from the place of death by the undertaker.
- this appointment can be scheduled very soon or only several days after the death
- the undertaker prepares the deceased for the final journey, if not already done by the hospital, home, Spitex or bereaved family
- The relatives can be present and help with the washing and dressing of the deceased; when the deceased is placed in the coffin, the relatives have a quiet moment to consciously say goodbye.
- The coffin is taken in the funeral vehicle to the community's laying out rooms or directly to the crematorium.