

# IN THE EVENT OF A DEATH

## STEPS TO BE TAKEN BY THE CLOSE RELATIVES OR FRIENDS

### INTERACTIVE TOOL

**If you are the deceased's close relative or friend, here are the steps to follow.**

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**This checklist does not deal with exceptions, nor does it replace specialized counsel from a notary or lawyer.**

This checklist, provided by the Gouvernement du Québec, is available in Web or PDF format at [Québec.ca/deces](https://quebec.ca/deces) on the What to do in the event of death page.

The content has been verified in April 2023. Make sure that you have the latest version of the checklist.

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## 1. Check whether a particular situation applies to the death

First of all, you need to check whether one of the following two situations applies to the death. If this is the case, you must take the steps indicated for your situation **before proceeding to step 2.**

### Death outside Québec or transportation of a body outside Québec

If the person died in Canada, but outside Québec, you must contact a Québec funeral home.

If the person died outside Canada, you must contact the Canadian office in the country where the remains are located to find out about the procedures in force.

To transport the body of a person outside the province who died in Québec, you must request authorization from a coroner.

For all the information you need, visit the page [Death outside Québec or transportation of a body outside Québec](#) on the Québec.ca website.

Step completed

Does not apply to me

#### NOTES

### Death requiring the coroner's intervention

The coroner intervenes in certain circumstances, including

- in the event of a violent, obscure or negligent death
- when the cause of death is unknown

The coroner is usually called by a doctor or a peace officer. However, if you have reason to believe that a violent, obscure or negligent death has escaped the coroner's attention, you can report it to them.

For all the information you need, see the section [Death requiring the intervention of the coroner](#)<sup>1</sup> on the Québec.ca website.

Step completed

Does not apply to me

#### NOTES

## 2. Buy funeral arrangements

If your deceased close relative or friend did not purchase funeral arrangements prior to their death, you must make arrangements through a licensed vendor.

For all the information you need, see the section [Buy funeral arrangements funéraires](#) on the Québec.ca website.

Step completed

Does not apply to me

### NOTES

## 3. Access cash in a joint account

If the deceased person held a joint account with a spouse or former spouse, the financial institution must pay the survivor their share of the account balance.

For all the information you need, see the section [Measures for joint bank account holders](#) on the Québec.ca website.

Step completed

Does not apply to me

### NOTES

## 4. Plan time off

As part of your job, you are entitled to days off in the event of the death of a close relative or friend.

For all the information you need, visit the page [Deaths and funerals](#) on the website of the Commission des normes, de l'équité, de la santé et de la sécurité du travail.

Step completed

Does not apply to me

### NOTES

## 5. Declare the death and obtain official proof

You must sign the declaration of death and complete the *Application for the simplified forwarding of information relative to the death* form in the presence of the funeral services company representative. This form allows the Directeur de l'état civil to notify several government departments and agencies of the death in one single step. This way, you won't have to send them the death certificate.

Next, you must complete the [Application for a Certificate or Copy of an Act of Death](#), and send it to the Directeur de l'état civil. These documents are necessary for the liquidation of the succession.

The funeral services company representative can apply online for you or give you a paper form.

For all the information you need, visit the page [Obtain official documents related to the death](#) on the Québec.ca website.

Step completed

### NOTES

## 6. Cancel health insurance and prescription drug coverage

If the deceased was insured by the health insurance plan, you must inform the RAMQ of the death and return the health insurance card. If the death occurred in Québec, you can give it to the funeral director.

As soon as RAMQ cancels a deceased person's health insurance card, it also terminates their registration with the public drug insurance plan, if applicable.

If they were covered by a private plan, you must contact the insurer.

For all the information you need, visit the page [Death of a loved one](#) on the Régie de l'assurance maladie du Québec website.

Step completed

### NOTES

## 7. Notify government departments and agencies

If you completed the *Application for the simplified forwarding of information relative to the death*\* in the presence of the funeral services company representative, the Directeur de l'état civil automatically notifies the following departments or agencies of deaths occurring in Québec:

- Régie de l'assurance maladie du Québec
- Retraite Québec (for the Québec Pension Plan and Family Allowance)
- Ministère de l'Emploi et de la Solidarité sociale (for social assistance and social solidarity programs)
- Revenu Québec (for benefits granted under the Taxation Act)
- Canada Revenue Agency
- Service Canada (to update the Social Insurance Register)

In addition to the above-mentioned government departments, other departments and agencies may be notified of the death if the *Application for the simplified forwarding of information relative to the death* form has been completed in the presence of the funeral services company representative:

- Retraite Québec (for public sector pension plans : RREGOP, RRPE or other)
- Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST)
- Sûreté du Québec – Bureau du contrôleur des armes à feu et des explosifs
- Ministère de la Santé et des Services sociaux – Direction des affaires autochtones
- Ministère de la Sécurité publique – Service d'immatriculation des armes à feu du Québec (SIAF)
- Ministère de l'Emploi et de la Solidarité sociale (for social assistance and social solidarity programs)
- Régie du bâtiment du Québec
- Indigenous Services Canada
- Société de l'assurance automobile du Québec (SAAQ)

If you have not completed the *Application for the simplified forwarding of information relative to the death* in the presence of the funeral services company representative, you must notify the appropriate [government departments and agencies concerned](#). The list of government departments and agencies is available on the Directeur de l'état civil website.

Step completed

\* To complete the steps, you must contact the appropriate departments and agencies, even if the *Application for the simplified forwarding of information relative to the death* form has been filled out

## Government departments and agencies not notified by the Directeur de l'état civil

### Ministère de l'Enseignement supérieur - Student Financial Assistance

In the event of the death of a student receiving a loan or bursary, you must must [notify the Direction générale de l'Aide financière aux études](#). For contact details, visit [Québec.ca](#).

Step completed

Does not apply to me

#### NOTES

### Curateur public

In the case of a [protection mandate](#), the mandataries of the deceased person must produce a final rendering of accounts and submit it to the heirs.

In the case of a [tutorship to a minor](#) or [to a person of full age](#), the deceased's tutor must produce a final administration report and submit it to the liquidator of the succession or to the heirs, as the case may be.

You must [notify the Curateur public](#) in both cases.

Step completed

Does not apply to me

#### NOTES

### Terminate of power of attorney

It is advisable to write on any power of attorney that it is no longer valid.

If a power of attorney is notarized, indicate on your copy that it is no longer in effect and advise the notary to indicate this on the original and any copies.

Notify financial institutions and persons with whom the mandatary may have had dealings that the power of attorney is no longer valid.

Step completed

Does not apply to me

#### NOTES

For all the information you need, see the section [Terminating services and adjusting benefits](#) on the [Québec.ca](#) website.

## 8. Notify the landlord if the deceased was a tenant

If the deceased was a tenant (lessee), you must notify the landlord (lessor) of the death.

For all the information you need, visit the page [Death of the lessee](#) on the Tribunal administratif du logement website.

Step completed

Does not apply to me

### NOTES

## 9. Search for the deceased's will

You need to research whether or not the deceased left a will.

You are required by law to make a will search with the Chambre des notaires du Québec and the Barreau du Québec.

**Holograph** wills and wills made **in the presence of witnesses** must be probated. [Probating the will](#) is carried out either by a notary or by the Superior Court.

If the deceased did not leave a will, the succession is liquidated according to the provisions of the Civil Code of Québec

For all the information you need, see the sections [Searching for a will](#) or [Dying without leaving a will](#) on the Québec.ca website.

Step completed

### NOTES

## 10. Accept or refuse the succession

As a successor, you have 6 months to accept or refuse the succession, from the day it is opened (generally the date of death).

Before making your decision, it is advisable to wait for the notice of closure of the inventory published by the liquidator in the Register of personal and movable real rights (RDPRM) (French only). Consulting the inventory may reveal the existence of certain unknown assets or creditors.

For all the information you need, visit the page [Accepting or refusing a succession](#) on the Québec.ca website.

Certain omissions or actions, such as using a property of the succession as if it were your personal property will entail your acceptance of the succession, even if you have not given your formal agreement.

Step completed

Does not apply to me

### NOTES

## 11. Return unused or expired medication

If the deceased had unused or out-of-date medication, you must return it to a pharmacy.

For all the information you need, see the section [Safe disposal of expired or unused medication](#) on the Québec.ca website.

Step completed

Does not apply to me

### NOTES

## 12. Check the amounts of money you can claim

As a close relative or friend of the deceased, you may be entitled to certain benefits in the following situations:

- You are the payer of the funeral expenses.
- You contributed to the enrichment of your deceased spouse.
- Your spouse contributed to a pension plan.
- You are receiving student financial assistance and the deceased was contributing financially to your education.
- The deceased had life insurance.
- You or your deceased spouse receive the family allowance.
- The person died as a result of a road accident.
- The person died as a result of a hunting or trapping accident.
- The person died as a result of a work-related accident or illness.
- The person died as a result of a criminal offence or an act of citizenship.

For all the information you need, see the section [Claiming an amount following a death](#) on the Québec.ca website.

Step completed

Does not apply to me

### NOTES

## MEDIAGRAPHY

### 1. Death outside Québec or transportation of a body outside Québec

The path to this page is: Québec.ca > Family and Support for individuals > Death > What to do in the event of death > Priority steps to take following a death > Death in a particular situation > Death outside Québec or transportation of a body outside Québec

<https://www.quebec.ca/en/family-and-support-for-individuals/death/what-to-do-in-the-event-of-death/priority-steps-to-take-following-a-death/death-in-a-special-situation/death-outside-quebec-or-transportation-of-a-body-outside-quebec>

### 2. Death requiring the intervention of the coroner

The path to this page is: Québec.ca > Family and support for individuals > Death > What to do in the event of death > Priority steps to take following a death > Death in a particular situation > Death requiring the intervention of the coroner

<https://www.quebec.ca/en/family-and-support-for-individuals/death/what-to-do-in-the-event-of-death/priority-steps-to-take-following-a-death/death-in-a-special-situation/death-requiring-the-coroners-intervention>

### 3. Buy funeral arrangements

The path to this page is: Québec.ca > Family and support for individuals > Death > What to do in the event of death > Priority steps to take following a death > Buy funeral arrangements

<https://www.quebec.ca/en/family-and-support-for-individuals/death/what-to-do-in-the-event-of-death/priority-steps-to-take-following-a-death/buying-funeral-arrangements>

### 4. Measures for joint bank account holders

The path to this page is: Québec.ca > Family and support for individuals > Marriage, civil union and de facto union > De facto union > Protections > Measures for joint bank account holders

<https://www.quebec.ca/en/famille-et-soutien-aux-personnes/couple-famille/mariage-union-civile-ou-union-de-fait/de-facto-union/protections/co-holders-bank-account>

### 5. Death and funerals

The path to this page is: Home CNESST > Working conditions > Leave > Family-related leave > Death

<https://www.cnesst.gouv.qc.ca/en/working-conditions/leave/family-related-leave/death>

### 6. Application for a certificate or copy of an act of death

The path to this form is: Home Directeur de l'État civil > Forms > Certificate or Copy of an Act > Application for a Certificate or Copy of an Act of Death

<https://www.etatcivil.gouv.qc.ca/en/forms-publications.html>

### 7. Obtain official documents related to the death

The path to this page is: Québec.ca > Family and support for individuals > Death > What to do in the event of death > Priority steps to take following a death > Obtain official documents related to the death

<https://www.quebec.ca/en/family-and-support-for-individuals/death/what-to-do-in-the-event-of-death/priority-steps-to-take-following-a-death/obtaining-official-documents-related-to-the-death-1>

## 8. Death of a loved one

The path to this page is: Régie de l'assurance maladie Home > Citizens > Did you know? > Death of a loved one  
<https://www.ramq.gouv.qc.ca/en/citizens/death-loved-one>

## 9. Government departments and agencies concerned

The path to this page is: Home Directeur de l'État civil > Menu > Death > Departments and agencies that will be notified or that can be notified of the death  
<https://www.etatcivil.gouv.qc.ca/en/death/death.html>

## 10. Contact information for Direction générale de l'Aide financière aux études

The path to this page is: Québec.ca > Government > Departments and Agencies > Ministère de l'Enseignement supérieur > Contact information for the Ministère > Student financial assistance - Client services  
<https://www.quebec.ca/en/government/ministere/enseignement-superieur/contact-information-for-the-ministry/contact-information-for-the-ministry>

## 11. Protection mandate

The path to this page is: Québec.ca > Justice and civil status > Legal protection > Protection mandate > Role and responsibilities of a mandatary  
<https://www.quebec.ca/en/justice-and-civil-status/legal-protection/protection-mandate/role-responsibilities-mandatary#c169198>

## 12. Tutorship to a minor

The path to this page is: Québec.ca > Justice and civil status > Legal protection > Tutorship to the property of a minor > Obligations related to the administration of the property of a minor  
<https://www.quebec.ca/en/justice-and-civil-status/legal-protection/tutorship-property-minor/obligations-administration-property-minor#c170255>

## 13. Tutorship to a person of full age

The path to this page is: Québec.ca > Justice and civil status > Legal protection > Tutorship to a person of full age > Obligations of tutors and tutorship council  
<https://www.quebec.ca/en/justice-and-civil-status/legal-protection/tutorship-person-full-age/tutors-tutorship-council-obligations#c196444>

## 14. Notify the Curateur public

The path to the Curateur public's contact information is as follows: Québec.ca > Government > Departments and agencies > Curateur public du Québec > Contact details  
<https://www.quebec.ca/en/government/departments-and-agencies/curateur-public/contact-details>

## 15. Terminating services and adjusting benefits

The path to this page is: Québec.ca > Family and support for individuals > Death > What to do in the event of death > Priority steps to take following a death > Terminating services and adjusting benefits  
<https://www.quebec.ca/en/family-and-support-for-individuals/death/what-to-do-in-the-event-of-death/priority-steps-to-take-following-a-death/what-to-do-in-the-event-of-death-1>

## 16. Death of the lessee

The path to this page is: Home Tribunal administratif du logement > Lessee and Lessor > Being a Lessee > Death of a lessee

<https://www.tal.gouv.qc.ca/en/being-a-lessee/death-of-a-lessee>

## 17. Probating the will

The path to this page is: Québec.ca > Justice and civil status > Will and estate > Successions > Settlement > Succession with a will > Probating the will

<https://www.quebec.ca/en/justice-et-etat-civil/testament-succession/succession/settlement/succession-will/probating>

## 18. Searching for a will

The path to this page is: Québec.ca > Justice and civil status > Will and estate > Successions > What needs to be done if a close relative or friend dies > Searching for a will

<https://www.quebec.ca/en/justice-et-etat-civil/testament-succession/succession/to-do/will-search>

## 19. Dying without leaving a will

The path to this page is: Québec.ca > Justice and civil status > Will and estate > Successions > Settlement > Probating Dying without leaving a will

<https://www.quebec.ca/en/justice-et-etat-civil/testament-succession/succession/settlement/death-without-will>

## 20. Accepting or refusing a succession

The path to this page is: Québec.ca > Justice and civil status > Will and estate > Successions > What needs to be done if a close relative or friend dies > Acceptance or refusal

<https://www.quebec.ca/en/justice-et-etat-civil/testament-succession/succession/to-do/acceptance-refusal>

## 21. Safe disposal of expired or unused medications

The path to this page is: Québec.ca > Health > Advices and prevention > Accident, injuries and disease prevention > Safe disposal of expired or unused medication

<https://www.quebec.ca/en/health/advice-and-prevention/accidents-injuries-and-diseases-prevention/safe-disposal-medication>

## 22. Claiming an amount following a death

The path to this page is: Québec.ca > Family and support for individuals > Death > What to do in the event of death > Claiming an amount following a death

<https://www.quebec.ca/en/family-and-support-for-individuals/death/what-to-do-in-the-event-of-death/claiming-an-amount-following-a-death>

