

Personal Records and Practical Matters

Personal Records

Keeping personal records updated and organized is important for all of us, and especially so when facing a terminal illness. Perhaps you have helped your loved one gather this information over the past months. If not, you will need to compile these critical papers after his or her death. If this task feels overwhelming, perhaps it can be done as a family project.

Some of the essential papers you will need to access at this time include:

- Will, Living Will, Power of Attorney, Durable Medical Power of Attorney
- Bank Accounts: account numbers at each bank, bank records, safety deposit box, loans outstanding
- Investment securities: brokers you work with, stock and bond certificates, quarterly records
- Insurance policies: auto, house, health, life
- Real Estate: mortgage, title policy, insurance, deeds, records of improvements
- Income tax returns for past three to five years
- Family documents: birth certificates, marriage certificates
- Military records/Veteran's benefits
- Automobile title of ownership and registration

Practical Matters

During the weeks following your loved one's death, you may be overwhelmed by thousands of details that seem to need immediate attention. It may be very difficult for you to concentrate, make decisions, or handle more than one thing at a time. We have gathered some information that we know has helped other families sort through tasks following a death. Some things may need immediate attention, others can wait for months. Choose carefully where you use your energy. Call HospiceCare's Grief Services for help if needed.

Obtaining a Death Certificate in Colorado

You'll need to give copies of the death certificate to many agencies and offices you contact. You can purchase certified copies through your funeral director or directly: *Please note that proof of your relationship or documentation to establish your legal interest in obtaining this death certificate is required.**

In Person: Visit the address below. Cost is the same as mailing. Pay with check, money order, or credit card.

**Colorado Department of Health and Environment
Vital Records Section
4300 Cherry Creek Drive South
Denver, CO 80246-1530**

By Mail: Send a check made out to Colorado Department of Health and Environment to the above address (Call 303.692.2224 for current cost).

By Phone: 303.692.2224 between 8:30 a.m. to 4:30 p.m., Monday through Friday. Pay by credit card.

By FAX: 1.800.423.1108 24 hours/day. Cost is the same as by phone. Pay by credit card.

Information to include:

Full name of deceased, sex, parent's names, mother's maiden name, date of birth and death, your name and mailing address, including daytime phone number, your relationship to deceased, your purpose in requesting the certificates

Notifying the Post Office, Direct Mail Companies, and Telemarketers

Visit the post office that handles your zip code to fill out a form notifying them of your loved one's death.

Write a short note to the following clearinghouse organizations to notify them of the death and request that your loved one's name be dropped from their mailing and/or calling lists.

To delete from telemarketing lists:

Telephone Preference Service
Direct Marketing Association
P.O. Box 9014
Farmingdale, NY 11735-9014

To delete from mailing lists:

Mail Preference Service
Direct Marketing Association
P.O. Box 9008
Farmingdale, NY 11735-9008

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**Acceptable documents include a photo driver's license, photo identification card, current school identification card, U.S. passport, foreign passport, alien registration card, or temporary resident card. For a full list of documentation requirements, go to www.cdphe.state.co.us/certs/documentation.html or call 303.692.2224.*

