

Glueckert Funeral Home, Ltd.

Death Certificate Check List

Use the following check list to help determine how many Certified Copies of Death Certificate to order. Additional copies can be ordered in the future; however, subsequent orders can take several weeks to receive. We suggest ordering extra copies to have on hand for future needs. If you need assistance in determining how many copies to order, call us at (847) 253-0168.

- _____ ● *Banks, Credit Unions, Savings & Loans* – At least one for each bank with accounts in the deceased's name.
- _____ ● *Real Estate* – One for each titled property.
- _____ ● *Secretary of State* – One for each titled vehicle, trailer, boat, RV, etc.
- _____ ● *Life Insurance* – One each life insurance company. When multiple policies are held with the same company, and the policies will be claimed as a group, one, per company, should suffice.
- _____ ● *Stocks* – Life insurance, where multiple certificates are held on the same company, and the stock will be sold or ownership transferred at the same time, one per company should be adequate. When there will be several sales or transfers with the same company, have one available for each transaction. Stocks held with a broker, mutual fund, count one for each broker or fund company.
- _____ ● *Bonds* – For U.S. Savings Bonds, you will need one for each transaction. For corporate bonds, you will need one for each company.
- _____ ● *IRA's, CD's* – One for each institution. If held in banks, brokers, etc., listed above, you may not need an additional copy.
- _____ ● *Employers* – You may need one copy for each of the following benefits provided by each employer or prior employer: term life, current pay, vacation pay, pension, 401(k) or other retirement plan.
- _____ ● *Taxes* – If you will need to file a final return, one each for State and Federal.
- _____ ● *Probate* – If there is to be a Probate of the Estate, you may need up to five copies. You might want to check with your attorney or accountant for their input.

The Illinois Department of Public Health maintains the death record files for deaths occurring anywhere in Illinois. Should you need additional certified copies of death certificate, you can download the application at www.idph.state.il.us and look under Birth/Death Records, or write to them at Illinois Department of Public Health, Division of Vital Records, 605 W. Jefferson St., Springfield, IL 62702-5097, phone (217) 782-6553. If you would prefer to work through a Local Registrar, please call our office (847) 253-0168, and we can give you the information you need, or we can place the order for you for a \$5.00 service fee with your pre-paid order.