



Funeral Arrangement Checklist

Please note: Items 1 - 22 are required for funeral arrangements. See next page for additional items. Unknown information can be entered as unknown.

1. Last Name		2. Social Insurance Number (optional)	
3. First and Middle Names			Sex (M/F)
4. Date of Death (d/m/y)	5. Date of Birth (d/m/y)	6. City and Province where born (If outside Canada, state country)	
7. Age at Time of Death (years)	If less than a year (months and days)		If less than a day (hours and minutes)
8. Place of death (facility or location) <input type="checkbox"/> hospital <input type="checkbox"/> nursing home <input type="checkbox"/> residence <input type="checkbox"/> other (please specify)			
City, town, village or township		Regional municipality, county or district	
9. Name of physician, coroner, other who pronounced death	10. Marital relationship status (check one) <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> widowed <input type="checkbox"/> divorced <input type="checkbox"/> common-law <input type="checkbox"/> same-sex partner		
11. Last name of the deceased spouse of partner (before this marriage or relationship)			
12. Type of work done most of working life		13. Type of business or industry that the deceased worked in most of working life	
14. Deceased's usual residence (street number and name, city, province, postal code (do not use post office box or rural route))			
15. City and province where father was born (if outside Canada, state the country)		16. Father's name (last, first)	
17. City and province where mother was born (if outside Canada, state the country)		18. Mother's maiden name (last, first)	
TO BE COMPLETED ONLY BY THE PERSON PROVIDING THIS INFORMATION			
19. Name (last, first, middle)		20. Relationship to deceased	21. Signature x
22. Address (Street number and name, city, province, postal code)			Date (d/m/y)



Additional Items

- The Last Will & Testament of the deceased. Must be a valid Will and be signed (please obtain signed copy immediately if held at lawyer's office or have the lawyer fax to eco). Powers of Attorney documentation are no longer valid at time of death as executorship of will takes over.
- As much of the deceased's personal identification to be gathered as possible such as:
 - SIN Card (Old Age Security Card can also be supplied)
 - Birth Certificate or Baptismal Certificate
 - Passport
 - Marriage Certificate or Proof of Common Law Union
 - Legal Separation Papers

If the deceased is eligible for Canada Pension Death Benefits but not yet receiving any Canada Pension Benefits we will require:

- SIN Card
- Birth Certificate or Baptismal Certificate

If the deceased's family are eligible for CPP Survivor's Benefits we will require:

- SIN Cards of all family members (children up to age 25 who are attending school full time)
- Birth Certificates or Baptismal Certificates of all family
- Marriage Certificate or Proof of Common Law Union
- Proof off full-time enrolment of children up to 25 years of age in school

Finally:

- Any prepaid funeral plan documentation
- Any prepaid cemetery/crematory or monument documentation
- Photograph of deceased (your favourite photo). This is best to be emailed to eco in JPEG or PNG format.
- Depending on style of arrangements, clothing for the deceased including full undergarments, socks and shoes. Jewellery and religious articles can be provided to eco on the day of your visitation or service.