

# LONDON BRANCH NARPO: working for you



**THIS LEAFLET IS THE RESULT OF AN INITIATIVE** carried out amongst London Branch members living in South Wales in order to find out what concerns you, and how we can help.

You told us that you worried about your nearest and dearest when you die, and in particular you thought they may struggle with bureaucracy at what inevitably would be a very difficult time.

If you put together all the information suggested, along with the relevant documents, you may save your loved ones some anxiety and speed up the process of sorting out your affairs.

I make no apology for broaching this tricky issue and I hope you find the leaflet useful.

**Bob Elder**  
Chairman, London Branch  
June 2013

## **ADDITIONAL DOCUMENTS**

**Certain additional documents/information may prove useful when registering a death and commencing funeral arrangements**

- > Medical Certificate of Cause of Death signed by doctor**
- > Birth Certificate**
- > NHS Number/Medical Card**
- > Date/Place of Birth (country if born abroad)**
- > Details of any state pension or other benefits**
- > Organ Donor Card**
- > Religion**
- > Death Certificate issued by the Registrar (obtain 6 copies)**

## **AIDE MEMOIRE**

**for a Personal Representative sorting out a deceased person's affairs**

- > Sealed Copies of the grant of representation (probate / letters of administration)**
- > The Will / Death Certificate / pension details**
- > Bank / building society statements / share certificates / investments**
- > Life insurance documents / mortgage protection / general insurance policies**
- > Outstanding debts including mortgage / credit cards / utility/ Council Tax / rent / HP / Loans / other bills**
- > Details and evidence of money owed to the deceased**
- > Property keys / deeds / leases / inventories / valuations of personal possessions including jewellery, paintings, antiques**
- > If deceased employed, a PAYE P60 / recent Tax Return**

**For information regarding Pensions for eligible children / dependant relatives, if applicable, contact London Branch**

**ADDITIONAL INFORMATION**

# YOUR PERSONAL DETAILS

**POLICE PENSIONER / WIDOW/ER (delete as appropriate)**

**SURNAME** ..... **NARPO MEMBER NUMBER**.....

**FIRST NAME(s)** .....

**MAIDEN / OTHER NAME(S)**.....

**DATE OF BIRTH**.....

**WARRANT NUMBER (if a Police Pensioner)**.....

**POLICE PENSION NUMBER**.....

**NATIONAL INSURANCE NUMBER**.....

**MARRIAGE/CIVIL PARTNERSHIP CERTIFICATE (location)** .....

**DECREE ABSOLUTE IF DIVORCED (location)**.....

**LASTING POWER OF ATTORNEY (if appropriate)**.....

**WILL (location)**.....

**THE ABOVE PENSIONER'S SURVIVING SPOUSE / CIVIL PARTNER**

**FULL NAME (and maiden/other names)** .....

**BIRTH CERTIFICATE (location)** .....

**NATIONAL INSURANCE NUMBER**.....

**All marriage and birth certificates etc should be the originals or certified copies.**

**Large-font copies of this leaflet may be obtained from  
London Branch - 01372 822970**

**TELL US ONCE** is a service provided by your local authority that notifies public bodies of a death. They will inform the Metropolitan Police. However this is for criminal record purposes NOT for police pension purposes and the pension provider shown below should be contacted. For full details visit <https://www.gov.uk/tell-us-once>

**Met Police Pension Provider**

Equiniti Paymaster, PO Box 56332, London SE1 0UY  
Tel: 0845 8500279

**HMRC** (*PAYE & Self Assessment*) (*mark the envelope 'Bereavement'*)  
PO Box 4000, Cardiff CF14 8HR  
Tel: 0845 300 0627

**DWP Bereavement Service** (*benefits and state pensions advice*)  
Tel: 0845 606 0265 / Textphone: 0845 606 0285  
Tel: 0845 606 0275 (Welsh) / Tel: 028 9054 9393 (N. Ireland)

**The Force drape** may be sent to funeral directors on request -  
PC Richard Watson 02072303264 or [richard.watson@met.police.uk](mailto:richard.watson@met.police.uk)

**NARPO HQ** (*re NARPO member services such as travel insurance*)  
38 Bond Street, Wakefield WF1 2QP  
Tel: 01924 362166 / [hq@narpo.org](mailto:hq@narpo.org)

**Metropolitan Police Federation** (*if a member of Group Insurance Scheme*)  
Tel: 0208 464 2322

**Police Dependants' Trust** (*gives financial support to serving and former officers and their dependants, where an officer was incapacitated by an injury in the execution of their duty*)  
3 Mount Mews, High Street, Hampton, Middlesex TW12 2SH  
Tel: 0208 941 6907

**Met & City Police Orphans Fund** (*supports subscribing officers' children if the officer/pensioner is deceased or so incapacitated as to be unable to contribute materially to the family upkeep.*)  
30 Hazlewell Road, Putney, London SW15 6LH  
Tel: 0208 788 5140

**Met Friendly**, Berwick House, 8-10 Knoll Rise, Orpington BR6 0EL  
Tel: 01689891454

For those with PMAS products or home/vehicle insurance from **Roland Smith**, there is a member care service providing a listening ear, practical information and emotional support after bereavement.  
Tel: 0845 450 5220 / [membercare@pmas.co.uk](mailto:membercare@pmas.co.uk)

**LONDON NARPO**

Global House, 1 Ashley Avenue, Epsom,  
Surrey KT18 5AD.

Tel: 01372 822970 / [secretary@londonnarpo.org.uk](mailto:secretary@londonnarpo.org.uk)