



Notification of a deceased person

Use this online form to officially notify us of a person's death and of who will be managing the estate.

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Get the form

Use this online form to officially notify us of:


- a person's death
- who will be managing the deceased estate.

If you cancel or close the form before you submit it, any information you entered won't be saved.

[Notification of a deceased person](#)

What you can do with this form

1. Complete the online form

2. Print the summary – you will need this when you visit an Australia Post outlet
3. [Attend a participating Australia Post outlet](#)  for identity verification within 30 days of completing the online form. You will need to present
 - a. the printed summary
 - b. your [supporting documents](#).

It takes up to 28 days to update the deceased person's records after we receive your notification.

What you will need

Present your supporting documents at an Australia Post outlet. You will need the original documents or **certified copies**.

In some states, you apply for a grant of probate and letters of online and a paper version is not issued. These are stored electronically and can be accessed through the relevant Supreme Court website. You will need to:

1. print the document
2. ensure the printed document is certified appropriately before presenting to Australia Post.

You can take the supporting documents with you after you have presented them.

If you intend on applying for a grant of probate or letters of administration, wait until you receive the court grant before submitting the *Notification of a deceased person* form. This will avoid delays in processing your request.

Proof of your identity

Bring your [proof of identity document](#)  with a photo.

Death certificate

You need a death certificate to officially notify us of a person's death if you have not obtained a grant of probate or letters of administration.

If you don't have a death certificate, contact the births, deaths and marriages registry in your state or territory to get one.

If the person died overseas, obtain a death certificate from the appropriate overseas authority.

Grant of probate or letters of administration

The legal personal representative (LPR) has full authority to manage the deceased's tax affairs.

To be authorised as the LPR, you need to present:

- grant of probate (for an executor)
- letters of administration (for an administrator).

If more than one LPR needs to be added as an authorised contact, each of you will need to complete and submit your own online form.

If you submitted an official notification of death before you had the grant of probate or letters of administration, you can [modify your submission](#) to provide these documents to us.

Once you have provided us with a valid grant of probate or letters of administration, we will record you as the authorised LPR and enter your name in our records as the authorised contact for the deceased estate.

If you are including a copy of a grant of probate or letters of administration in your notification form, you do not have to include a death certificate.

If you don't have probate or letters of administration

If you have decided not to apply for probate or letters of administration, present the will (if there is one).

We can:

- use the will to verify your role in the estate's tax affairs
- add your name to our records, with a note that you are managing the estate's tax affairs.

However, you won't be recorded as the LPR or authorised contact on the deceased person's record. This means there are legal restrictions on the information and funds we can release to you.

Change of name


If the deceased person's name is different to the name in the supporting documents, you will need to present one of the following documents, issued by an Australian state or territory registrar of births, deaths and marriages:

- updated birth certificate (not an extract)
- change of name certificate
- marriage certificate.

Help completing this form

The online form has help information.

If you need to change an online form you have already submitted, follow these steps:

1. Select [Modify an existing deceased person form](#)  from the *Notification of a deceased person* form home page.
2. Sign in using
 - c. the reference number you received when you previously submitted the form
 - d. your date of birth.
3. Update the details and **Submit** the form again.

Print the new summary to present at Australia Post.

What else you can do

You can complete a paper form and notify us by mail.

Do this if you are:

- unable to complete the online form
- unable to visit an Australia Post outlet
- a legal practitioner who has been appointed by an LPR.

Find out more about managing a **deceased estate**.

For details about the information we collect, see **Privacy notice – Notification of a deceased person**.

QC 32562

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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