

*Cereta A. Lee*  
*Prince George's County*  
*Register of Wills*



"Assisting the Families of Prince George's County  
in their Time of Need"

5303 Chrysler Way, Suite 300  
Upper Marlboro, MD 20772

[www.registers.state.md.us](http://www.registers.state.md.us)

Phone: 301-952-3250

Fax: 301-952-4489

**Directions**

**From 95**, take exit 17 to Route 202/  
Landover Road towards Upper  
Marlboro. Make a left onto Old Marlboro  
Pike Road, then bear to the right onto  
Route 301 South, Crain Highway. Make  
a right onto Chrysler Drive (after the  
Wendy's restaurant), then drive to the  
end of the road until you see the  
building.

**From Route 4/ Pennsylvania Avenue**,  
take exit Route 301 North/ Crain High-  
way towards Baltimore. Make a left onto  
Chrysler Drive (before the Wendy's  
restaurant), then drive to the end of the  
road until you see the building.

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The Register of Wills offers free speaking  
engagements to your community or church group. If  
you are interested in scheduling a speaker for your  
group, please contact us.

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# A Checklist To Help Your Family

[www.registers.state.md.us](http://www.registers.state.md.us)



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*"Our Will is to Serve."*

Every year a vast majority of Americans die without a Will. They lose the opportunity to determine how to leave their assets to their loved ones. However, you can avoid the same mistake. Creating a plan is the first step to protecting your family, and the assets you have accumulated over a lifetime.

As your Register of Wills, I believe "Preparation is the Best Protection." It is important for you to know what to do before and after a loved one passes away. The Register of Wills Office provides seminars and information booths to assist

in the process of settling an estate. So when the time comes to use our office, your pre-planning will reduce some of the stress and burden to your family.

The Register of Wills Office takes pride in serving the families of Prince George's County with professionalism, compassion, dignity and respect. Please feel free to contact us with your questions or concerns.

Sincerely,

*Cereta A. Lee*

Register of Wills  
Prince George's County



# FAMILY MEMBERS— WHAT SHOULD YOU DO?

## FIRST

### Initial Arrangements and Decisions

You should choose the following services:

- Choose Funeral Director
- Choose Burial Location
- Type of Memorial Service
- Casket, Vault or Crypt
- Which Clergy for Ceremony
- Time and Place of Services
- Clothing for Deceased
- Time of Funeral Services
- Music and Flowers
- Information for the Eulogy
- Pall Bearers
- Transportation for Family
- Newspaper Notification
- Check Will for Special Requests
- Order Death Certificate**
- Compile a Thank You List
- Lodging for Out-of-Town Relatives

## SECOND

### Collect Vital Statistics and Important Documents

The family should secure the following information (Refer to the Record Organization Guide):

- Name, Home Address and Zip
- Phone Number
- Occupation and Title
- How Long in state
- Date of Birth
- Place of Birth
- War Veteran's Serial Number
- Father's Name & Birthplace
- Mother's Maiden Name & Birthplace
- Will**
- Legal Proof of Age
- Social Security Card
- Marriage License
- Citizenship Papers
- Insurance Policies
- Bank Books and/or statements**
- Deeds to Property**
- Title and/or Bill of Sale of Vehicle**
- Income Tax Returns
- Disability Claims
- Veteran's Discharge Papers
- Children's Names, Addresses and Vital Information**

## THIRD

### Notifications

The family should notify the following persons:

- Doctor(s)
- Funeral Director
- Cemetery
- Relatives and Friends
- Employer of Deceased
- Newspaper Notices
- Attorney
- Accountant or Personal Representative (Executor) of Estate
- Insurance Agents
- Veterans' Organizations
- Civic Groups
- Social Security Administration

## FOURTH

### Financial Obligations

The family may incur these expenses:

- Funeral Expenses**
- Clergy
- Medical Expenses/Bills
- Doctors
- Other Current and Urgent Bills (Mortgage, Rent, Taxes, Vehicle, Etc.)**

## FINALLY

### Visit the Register of Wills Office

Items in **BOLD** should be brought to the Register of Wills Office. Please call the office if you need additional information or refer to the website: [www.registers.state.md.us](http://www.registers.state.md.us)

**The following numbers may be helpful in collecting vital statistics and important documents.**

**Prince George's County**  
Bar Association (888) 464-4219

Law Foundation (301) 864-8353

Land Records (301) 952-3352

**Maryland**  
Comptroller -Estate Tax Division (410) 260-7850

Department of Tax & Assessment  
(888) 246-5941

Motor Vehicle Administration  
(800) 950-1682

Legal Aid Bureau, Inc.  
(410) 951-7777

**Federal**  
Internal Revenue Service  
(202) 927-9361

Social Security Administration  
(800) 772-1213

Division of Vital Records  
(877) 463-3464