



CERETA A. LEE
PRINCE GEORGE'S COUNTY
REGISTER OF WILLS

14735 Main Street Suite D4001
Upper Marlboro, MD 20772
www.registers.state.md.us

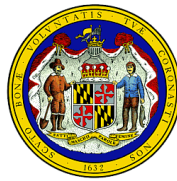
Phone: 301-952-3250
Fax: 301-952-4489

Directions

From 95, take exit 17 to Route 202/
Landover Road towards Upper
Marlboro. Make a right onto Old
Marlboro Pike Road. Old Marlboro
Pike Road turns into Main Street.
Courthouse is on the left.

**From Route 4 South/ Pennsylvania
Avenue**, take exit ramp to Upper
Marlboro/ Equestrian Center. Turn left
onto Water Street. Turn Right onto
Main Street courthouse will be on
right.

~~~~~  
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.



CERETA A. LEE  
PRINCE GEORGE'S COUNTY  
REGISTER OF WILLS



ASSISTING THE FAMILIES OF PRINCE  
GEORGE'S COUNTY IN THEIR TIME OF NEED

**A CHECKLIST TO  
HELP YOUR  
FAMILY**

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



CERETA A. LEE

PRINCE GEORGE'S COUNTY

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,

Register of Wills  
Prince George's County

All required forms may be obtained from the  
Register of Wills Office or online at  
[www.registers.state.md.us](http://www.registers.state.md.us).

**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 for Vehicle**
- Income Tax Returns
- Disability Claims
- Veteran's Discharge Papers
- Children's Names, Addresses** and Vital Information

# FAMILY MEMBERS— WHAT SHOULD YOU DO?

## 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