

## ADRESSES

For a death at Hôpital Kirchberg or at the ZithaKlinik:

### City of Luxembourg

Bierger Center (1st floor)  
2 rue Notre Dame /  
44, place Guillaume II  
L-2090 Luxembourg  
T +352 4796 2200  
Email : etatcivil@vdl.lu

For a death at the Clinique Sainte-Marie:

### City of Esch sur Alzette

Hôtel de Ville  
Place de l'Hôtel de Ville  
Bureau de l'Etat Civil, (Ground Floor, on the right)  
L-4002 Esch-Alzette  
T +352 2754 2520

### Useful link:

[www.guichet.lu](http://www.guichet.lu)



For more  
information:



### Hôpitaux Robert Schuman

9, Rue Edward Steichen, L-2540 Luxembourg  
T +352 286 911 | [www.hopitauxschuman.lu](http://www.hopitauxschuman.lu)  
[facebook.com/hopitauxrobertschuman](https://facebook.com/hopitauxrobertschuman)

### Site Kirchberg

9, rue Edward Steichen  
L-2540 Luxembourg  
T +352 286 2 1000  
F +352 286 2 2009

### Site Esch

7-11 Rue Würth-Paquet  
L-4350 Esch-sur-Alzette  
T +352 286 41000  
F +352 286 42343

### Site Zitha

20-30, rue d'Anvers  
L-1130 Luxembourg  
T +352 286 31000  
F +352 286 42343

[www.acteurdemasante.lu](http://www.acteurdemasante.lu)  
[www.hopitauxschuman.lu](http://www.hopitauxschuman.lu)

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## A PRACTICAL GUIDE IN THE EVENT OF THE DEATH OF A RELATIVE



Madam, Sir,

We share your grief and express our sincere condolences.

The loss of a loved one is an overwhelming event. Time seems to stand still while everything around you is speeding up.

Nevertheless, there are a number of decisions to be made and many steps to be taken, all within a short timeframe. With this leaflet, we aim to help and support you in this.

## ADMINISTRATIVE PROCEDURES

### The medical certificate certifying the death:

This certificate will be issued to you by the hospital at the admissions desk.

### The declaration of death:

In principle, a death must be reported within 24 hours to the registry office of the local authority of the place of death (addresses overleaf). The declaration can be made by a close family member, by the funeral company of your choice, or by any other person.

### To make the declaration of death, you need to bring with you:

- The medical certificate certifying the death.
- If possible, the deceased's family record book, marriage certificate or birth certificate if single, otherwise the identity documents of the deceased and spouse if applicable.
- In case of cremation: the written request of the deceased, if they expressed their wish to be cremated during their lifetime. Failing that, authorisation for cremation can only be given by the next of kin. If the deceased has a pace-maker, this should be reported.

The registry office will issue a death certificate. They will provide extracts of this act as well as permits for the transport of the remains and for burial. Additional copies can be obtained on request.

## FUNERAL ARRANGEMENTS

The burial of a human body must take place between the 24th and the 72nd hour after death. On request with reasonable grounds, this period may be extended beyond the 72nd hour. This also applies to mortal remains that are to be cremated.

- Contact a funeral home of your choice. They will be able to advise and assist you with the procedures to follow (also for repatriation abroad).
- Contact the local authority of the place of burial.
- **In the event of cremation**, contact the cremation society, if the deceased was a member. If the deceased was not a member, the funeral home will take care of the rest of the formalities.

### The funeral ceremony:

- For civil funerals: contact the authorities in the commune where the funeral will take place.
- For religious funerals:
  - contact your church representative ([www.religion.lu](http://www.religion.lu))
  - for the Catholic Church: contact your parish ([www.cathol.lu](http://www.cathol.lu))

**The funeral announcement:** depending to your wishes, you can publish an announcement in the newspaper of your choice. The announcement must be provided quickly so that it can be published in time.

## SEVERAL ADMINISTRATIONS AND AUTHORITIES MUST BE INFORMED AFTER THE DECLARATION OF DEATH (NON-EXHAUSTIVE LIST)

- Employer of the deceased and all those entitled to extraordinary leave
- School(s) of children and grandchildren
- Registry office of the local authority of the place of residence
- Relevant healthcare fund: a full copy of the death certificate and the receipt for funeral bills will entitle you to a lump-sum reimbursement called funeral allowance
- Death Fund, Medical-Surgical Fund
- Relevant pension fund(s)
- Insurance company/ies (life insurance, ...)
- Banking organisations
- Notary, if a will has been made
- Société Nationale de Contrôle Technique (SNCT) if the deceased was the owner of a vehicle registered in their name
- Consulate or embassy, if a foreign national
- Various subscriptions
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If you have any further questions, we are available to help.