Prepared 14 October 2026 · every line checked between 10 and 11 October 2026.

Executor checklist for Queensland: the tasks each official body publishes, body by body

The general tasks after a death in Queensland as the state's registry and Supreme Court, Transport and Main Roads, Titles Queensland, the Queensland Revenue Office, the Queensland Police Service, Services Australia, the ATO, the banks and the super funds publish them, each with the date it was checked and the body's own time limit where it gives one, laid out to print, and not a plan for any one estate.

General information · not legal advice · not a law firm.

§1 What this checklist is, and what it is not

Queensland · general information · checked 11 October 2026

This page lists the general tasks that official bodies publish for the time after a death in Queensland: the Queensland Registry of Births, Deaths and Marriages, the Supreme Court of Queensland, the Department of Transport and Main Roads, Titles Queensland, the Queensland Revenue Office and the Queensland Police Service, with the two federal bodies, the free national notifier, the banks and the super funds. Every row is one task as that body describes it, with the body's own time limit where it publishes one, and a link to the page on this site that explains it.

People search for an executor checklist, so this page uses the word. It does not say what an executor must do, who the executor of a particular estate is, which tasks apply to the estate you are dealing with, which comes first, or whether a grant of probate or letters of administration is needed. Each body can say what it asks for in a particular case, and a solicitor can look at the whole estate.

Three different time limits that sound alike appear on this page. One is the time Services Australia asks to be told within. Another is the ATO's own time to update its records once it has been told. The third is the window some super funds give for objections to a proposed payment. The cards keep them apart.

The Queensland Government's own page for those handling the affairs of someone who has died: Queensland Government · Managing Affairs After a Death (the "What to do after someone dies" page says it can help those handling the affairs of someone who has passed away)

SOURCE **Queensland Government**

Your own notes

THE PERSON WHO DIED

DATE OF DEATH

YOUR NAME

NOTES

Names and dates only; never account numbers or passwords.

The page this checklist comes from, with every link live:

familyhandoverkit.com/au/executor-checklist/qld

Using this checklist

Each row is one task as the body named publishes it, with that body's own time where it gives one, and the date the line was checked.

The rows are grouped by the body that publishes them, not numbered as steps. Nothing here says which task comes first, or which rows apply to the estate you are dealing with.

Tick a row when it is done, and write the date on its line. A row that does not apply can be left blank.

The body named states the current line. Its page is linked under each row, and the bodies change their pages, so a printed copy is a snapshot of the dates it carries.

The official routes to someone who can look at the whole estate are on the last page.

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§2 Registering the death and ordering the certificate

Queensland · general information · checked 10 October 2026

The Queensland Registry of Births, Deaths and Marriages registers the death and issues the death certificate. It publishes who usually does this, its own time, two kinds of certificate, a fee and a processing time.

☐ Registering the death

DATE DONE _____

In Queensland, the funeral director usually registers the death on behalf of the family. The registry says the death needs to be registered within **14 days**.

SOURCE Queensland Registry of Births, Deaths and Marriages

☐ When no funeral director is involved

DATE DONE _____

Where no funeral director is registering the death, it is registered by applying to the registry, by post or in person.

SOURCE Queensland Registry of Births, Deaths and Marriages

☐ The certificate

DATE DONE _____

The registry says a death certificate can be ordered at the same time as registering a death with it.

SOURCE Queensland Registry of Births, Deaths and Marriages

Two kinds of certificate

DATE DONE _____

Queensland issues two kinds of death certificate. The official certificate shows the cause of death and is the one used to finalise estate matters. The limited certificate does not show the cause of death and may not be accepted by all organisations.

SOURCE Queensland Registry of Births, Deaths and Marriages

Who the registry says can apply

DATE DONE _____

The registry's published list of who can apply: the person's spouse, parent or child; the person who gave the details and signed the death registration; the funeral director; or an executor of the estate. Its page lists who else can apply. That is the registry's published list. This page does not say whether you can apply.

SOURCE Queensland Registry of Births, Deaths and Marriages

The fee

DATE DONE _____

The registry's published fee for a death certificate is **A$58.10**, official or limited, or **A$116.20** for one of each. An urgent application costs **A$34.45** extra. Regular postage is free.

SOURCE Queensland Registry of Births, Deaths and Marriages

How long it takes

DATE DONE _____

The registry's published processing times: up to **10 business days**, or within **2 business days** for an urgent application, which costs extra. Postage and public holidays add time.

SOURCE Queensland Registry of Births, Deaths and Marriages

Why the certificate comes early

DATE DONE _____

A death certificate must have been issued before ADNS can be used.

SOURCE Australian Death Notification Service

Its page Queensland Government · Register a death

Ordering the certificate, on the registry's page: Queensland Government · Get a death certificate

SOURCE Queensland Registry of Births, Deaths and Marriages

§3 Once the certificate is issued: the free notifier

`Queensland · general information · checked 10 October 2026`

The Australian Death Notification Service (ADNS) is a free, national service.

SOURCE Australian Death Notification Service

Which states it covers

DATE DONE _____

ADNS says it is supported by all states and territories.

SOURCE Australian Death Notification Service

Who it says can use it

DATE DONE _____

ADNS says it can be used by anyone with legal authority to administer the estate, and that they may be asked for documents showing it.

SOURCE Australian Death Notification Service

How it works

DATE DONE _____

It takes the details of the person who has died and sends them to the organisations you choose from its list.

SOURCE Australian Death Notification Service

How long it takes

DATE DONE _____

ADNS says a notification takes 5 to 15 minutes.

SOURCE Australian Death Notification Service

The organisations' time to reply

DATE DONE _____

Those organisations should make contact within **10 business days**.

SOURCE Australian Death Notification Service

Who it does not reach

DATE DONE _____

Organisations choose whether to join. ADNS says it cannot make them take part.

SOURCE Australian Death Notification Service

The ones it misses

DATE DONE _____

ADNS suggests forwarding its confirmation email to organisations not on the service. It says the email holds all the details already entered.

SOURCE Australian Death Notification Service

§4 Before a court application: the notice the court publishes

Queensland · general information · checked 10 October 2026

A grant of probate or letters of administration is a Supreme Court document. This card and the next show what the Supreme Court of Queensland publishes about applying. Whether a grant is needed for a particular estate is not something this page says.

Whether a grant is needed, as the court publishes it

DATE DONE _____

The court says a grant of probate is not always needed, and to check with the organisation involved, such as the bank, to confirm what it requires.

SOURCE Supreme Court of Queensland

Where the court explains it Queensland Courts · About grants of administration (including when a grant may not be needed)

The grants it names

DATE DONE _____

The court names three grants: probate; letters of administration with the will; and letters of administration without a will (intestacy).

SOURCE Supreme Court of Queensland

The notice

DATE DONE _____

Before applying, the intention to apply is advertised in the Queensland Law Reporter, using the wording in Form 103.

The court says the advertisement is submitted through the ICLRQ's online customer portal, and gives the ICLRQ's number for help: (07) 3236 1855.

The Queensland Law Reporter is published every Friday. A notice, with its payment, has to be in by 3:30 pm on the Monday before.

The ICLRQ's published rate for a notice in the Queensland Law Reporter is **A$161.70**, including GST.

SOURCE Supreme Court of Queensland · Incorporated Council of Law Reporting for the State of Queensland

The wait after the notice appears

DATE DONE _____

After the notice appears in the Queensland Law Reporter, the court says to wait **14 days**, to allow objections. If the registry is closed on the 15th day, filing is on the next business day.

SOURCE Supreme Court of Queensland

The notice to the Public Trustee

DATE DONE _____

A copy of the notice is also sent to the Queensland Public Trustee. The court says to wait at least **7 days** after the Public Trustee receives it before filing.

SOURCE Supreme Court of Queensland

Those are the court's own waits, as its page counts them. The help card below can point you to someone who can explain the timing for a particular application.

§5 The Supreme Court of Queensland: the forms, the fee and what follows filing

Queensland · general information · checked 10 October 2026

How the application is made

DATE DONE _____

People applying without a law firm file in person or by post at a Supreme Court registry in Brisbane, Cairns, Rockhampton or Townsville. Law firms lodge online.

Queensland Courts says the steps to apply are the same whether the grant is probate, letters of administration with the will, or letters of administration without a will (intestacy).

SOURCE Supreme Court of Queensland · Queensland Courts

What the court says is filed

DATE DONE _____

Application for probate, or for letters of administration with the will: Form 101.

Affidavit supporting a probate application: Form 105.

For letters of administration without a will, Queensland Courts lists Form 102 (application), Form 109 (affidavit, with a certified copy of the death certificate attached), Form 47 (certificate of exhibit) and Form 104 (affidavit of publication and service, with Form 103 attached).

The court says all forms must be completed electronically, not handwritten. This page does not say what to enter on any form.

SOURCE Supreme Court of Queensland · Queensland Courts

The fee the court publishes

DATE DONE _____

The court's fee for filing an application for probate or letters of administration is **A$847.60**.

The court says the costs of an application include the advertising fee, the court's filing fee and the fee for the death certificate.

The Queensland courts say a person facing financial hardship can ask a registrar to reduce certain civil fees: filing fees for claims, appeals or applications, and setting-down and daily hearing fees. The fees page: Queensland Courts · Supreme Court fees

SOURCE Queensland Courts · Supreme Court of Queensland

Bond, as the Act states it

DATE DONE _____

Section 51 of the Succession Act 1981, headed 'Abolition of administration bond and sureties', says neither an administration bond nor sureties in support of one are required of any administrator. That is the Act's own statement, and the only line on this page about a bond.

SOURCE Queensland Government (Queensland Legislation)

When there is no will

DATE DONE _____

Where there is no valid will, the grant is letters of administration without a will (intestacy).

SOURCE Supreme Court of Queensland

A waiting step where there is no will

DATE DONE _____

Rule 612 of the Uniform Civil Procedure Rules 1999 says the court must not make a grant on an intestacy within **30 days** after the death, unless it considers urgent circumstances justify a grant before the end of the **30 days**.

SOURCE Queensland Government (Queensland Legislation)

After filing

DATE DONE _____

The court says applications filed in person or by post are digitised, which means a longer wait before the electronic grant is issued.

The court emails the grant.

If an application does not comply, the court sends its reasons. This is usually called a requisition.

The court says its registry staff cannot give legal advice.

SOURCE Supreme Court of Queensland

The court's step-by-step page Queensland Courts · Apply for a grant of administration (the court's step-by-step page)

§6 Services Australia and the ATO: two federal bodies, two different times

Queensland · general information · checked 11 October 2026

Services Australia is the federal agency behind Centrelink, Medicare and Child Support. The Australian Taxation Office is the other federal body on this page. Each publishes a time of its own, and they are not the same kind of time.

Services Australia: the time

DATE DONE _____

Services Australia says it needs to be told of a death within **28 days**, in one of three ways: by calling the Older Australians line, by sending the Advice of death form, or at a service centre. This is Services Australia's time to be told.

SOURCE Services Australia

Services Australia: the form

DATE DONE _____

Services Australia says it uses the Advice of death form to update records with Medicare, Centrelink and Child Support. The form: Services Australia · Advice of death form (SA116)

SOURCE Services Australia

Services Australia: payments

DATE DONE _____

Services Australia says that when it is told about a death, it works out whether a payment can be made, and how much. This page does not say whether any payment will be made to anyone.

SOURCE Services Australia

Not reached by the free notifier

DATE DONE _____

Services Australia (Centrelink, Medicare) · not on the ADNS list

SOURCE Australian Death Notification Service

The ATO: before the documents are ready

DATE DONE _____

The ATO says that if the supporting documents are not ready yet, its Individuals enquiries line can be told unofficially that the person has died, and it will pause the deceased's tax correspondence until you are ready.

SOURCE Australian Taxation Office

The ATO: one form

DATE DONE _____

One ATO form does both jobs: it officially tells the ATO of the death and of who will manage the estate.

SOURCE Australian Taxation Office

The ATO's suggestion about timing

DATE DONE _____

The ATO says that if a grant of probate or letters of administration will be applied for, it is better to wait for the grant before sending the notification, to avoid delays. This is the ATO's own suggestion about its own process. It is not a reason, on its own, to apply for a grant, and this page does not say whether a grant is needed.

SOURCE Australian Taxation Office

The ATO: proving identity at Australia Post

DATE DONE _____

After the online form is sent, the ATO asks for identity to be verified at a participating Australia Post outlet within **30 days**.

SOURCE Australian Taxation Office

The ATO's time to update its records

DATE DONE _____

The ATO says it takes up to **28 days** to update the deceased person's records after it receives the notification. This is the ATO's time to act once told. It is not Services Australia's time to be told, above.

SOURCE Australian Taxation Office

Not reached by the free notifier

DATE DONE _____

Australian Taxation Office · not on the ADNS list

SOURCE Australian Death Notification Service

The final return

DATE DONE _____

The ATO says a final tax return for the income year in which the person died is called a 'date of death' tax return, and that it is different from the trust tax return for the estate. This page does not say whether a return is needed for the estate you are dealing with, or whether tax will be owed.

SOURCE Australian Taxation Office

§7 Transport and Main Roads: vehicle registration and number plates

Queensland · general information · checked 11 October 2026

The Department of Transport and Main Roads publishes a page on registration where the registered operator has died, with a question-and-answer tool on it. The lines below report what the department publishes, including the tool's own branches.

How it is told

DATE DONE _____

The Department of Transport and Main Roads says it may be told of a death by Births, Deaths and Marriages or by the person's next of kin, and then sends a letter to the person's last known address listing any vehicles or number plates in their name to be transferred or cancelled.

SOURCE Queensland Department of Transport and Main Roads

What it does when told

DATE DONE _____

The Department of Transport and Main Roads says that when it is told a person has died it places a restriction on any vehicles and personalised or customised plates in their name, that the restriction does not cancel the registration, and that the registration cannot be renewed until it is transferred to an eligible person or legal entity.

SOURCE Queensland Department of Transport and Main Roads

A vehicle in two names

DATE DONE _____

The Department of Transport and Main Roads says a vehicle registered in two names can be transferred free of charge to the surviving registered operator, who produces proof of death (if a Registration Notice Individual Restriction letter has not been received) and original evidence of identity, and that no other forms or documents are required.

SOURCE Queensland Department of Transport and Main Roads

Where there is a grant, as the tool gives it

DATE DONE _____

In its question-and-answer tool, the Department of Transport and Main Roads says that where there is a grant of probate or letters of administration, the original or certified copies of the grant are presented with form F5296 (Application to Transact with Registration Products on behalf of a Deceased Person), and the Will, a death certificate and the statutory declaration on that form are not needed.

SOURCE Queensland Department of Transport and Main Roads

Where a grant has been applied for, as the tool gives it

DATE DONE _____

In its question-and-answer tool, the Department of Transport and Main Roads says that where a grant of probate or letters of administration has been applied for but not yet granted, the deceased person's registration products cannot be finalised until the grant is made.

SOURCE Queensland Department of Transport and Main Roads

Where there is a will but no grant, in the tool's words

DATE DONE _____

In its question-and-answer tool, the Department of Transport and Main Roads says that where there is a valid Will but no grant, the original or a certified copy of the last known valid Will is presented, the person is an executor named in that Will, and form F5296 is completed including the statutory declaration.

SOURCE Queensland Department of Transport and Main Roads

Those are branches of the department's own tool, as it words them. The tool asks its own questions, and this page does not say which branch applies to the estate you are dealing with.

Transferring or cancelling

DATE DONE _____

The Department of Transport and Main Roads says that once a decision is made to transfer or cancel, an administrator, executor or next of kin presents original evidence of identity and pays any applicable fees, and that where there are several executors or administrators only one signs and presents original evidence of identity.

SOURCE Queensland Department of Transport and Main Roads

Into the estate for now

DATE DONE _____

The Department of Transport and Main Roads says vehicle registrations can be temporarily transferred to the estate of the deceased person, with an administrator, executor or next of kin nominated as the second registered operator and responsible for the vehicle and registration until it is transferred out of the estate or cancelled.

SOURCE Queensland Department of Transport and Main Roads

Cancelling: the order the department gives

DATE DONE _____

The Department of Transport and Main Roads says that where the registered operator has died, the executor, administrator or next of kin transfers the registration into the Estate of the deceased or to another person before cancelling it, which it says makes sure any unused portion of registration is refunded to the correct person.

SOURCE Queensland Department of Transport and Main Roads

The cancellation form and the plates

DATE DONE _____

The Department of Transport and Main Roads says cancelling a registration involves the cancellation of registration form (F3517), one form for each registration when cancelling fewer than 5, and handing in the number plates (with a receipt), except for personalised or customised plates being kept or plates that are lost, stolen or destroyed, which are declared in Section 7 of the form.

SOURCE Queensland Department of Transport and Main Roads

Where the form goes

DATE DONE _____

The Department of Transport and Main Roads says the cancellation form can be submitted in person, by mail to Registration cancellations, PO Box 372, Longreach QLD 4730, or by email to regocancellations@tmr.qld.gov.au (email only if the plates have already been surrendered or are not required to be).

SOURCE Queensland Department of Transport and Main Roads

Duty on the vehicle, as the Queensland Government states it

DATE DONE _____

The Queensland Government's vehicle registration duty page says duty is not charged on vehicles from a deceased estate transferred to the personal representative of the estate or to a person beneficially entitled to the vehicle, and that a certified copy of the original will is provided to exercise powers as a personal representative, or the person shows they are an eligible beneficiary. That is the government's own page on its own exemption. This page does not say whether duty applies to any vehicle, or who is entitled to one.

SOURCE Queensland Government

Its page Queensland Department of Transport and Main Roads · Transferring registration from a deceased registered operator (the page shows "Last updated: 11 September 2026")

§8 Transport and Main Roads: the driver licence

Queensland · general information · checked 11 October 2026

A refund the department describes

DATE DONE _____

The Department of Transport and Main Roads says a current (not expired) driver licence surrendered on behalf of a deceased person may be eligible for a refund of the remaining time on the licence, applied for at a transport and motoring service centre or, if that is not possible, by mail, with the refund issued by cheque in the name of the licensee or the licensee's estate.

SOURCE Queensland Department of Transport and Main Roads

In person

DATE DONE _____

For a refund in person on behalf of a deceased person, the Department of Transport and Main Roads lists the deceased person's driver licence (unless it was lost, stolen or destroyed) and one supporting document: a death certificate, a Coroner's report, a certificate of authority issued by the Public Trustee under the Public Trustee Act 1978, a grant of probate stamped with court seal, or advice from the Registry of Births, Deaths and Marriages.

SOURCE Queensland Department of Transport and Main Roads

By mail

DATE DONE _____

For a refund by mail on behalf of a deceased person, the Department of Transport and Main Roads lists a completed return/surrender declaration form (F4778), the driver licence (unless lost, stolen or destroyed) and a copy of a supporting document certified by a JP or other qualified person, posted to the Emerald Customer Service Centre, PO Box 1787, Emerald QLD 4720.

SOURCE Queensland Department of Transport and Main Roads

Its page Queensland Department of Transport and Main Roads · Surrendering a licence (the page shows "Last updated: 29 October 2024")

This page does not say whether a refund is due on any licence. The department's page, or its service centres, can.

§9 Titles Queensland: recording a death, as the titles office publishes it

Queensland · general information · checked 11 October 2026

How to tell it

DATE DONE _____

Titles Queensland says that where a person's name appears on a Queensland title, it is told of their death so that their property, mortgages and leases can be dealt with, by lodging the relevant forms with supporting evidence and paying the lodgement fee.

SOURCE Titles Queensland

What it says to find out first

DATE DONE _____

Titles Queensland says the first things to know are what interest the person held (owner, lease holder or mortgagee) and how they held it (sole owner, tenant in common or joint tenant), which a current title search can show, bought online from Titles Queensland or obtained from a solicitor.

SOURCE Titles Queensland

Whose name, as the titles office puts it

DATE DONE _____

Titles Queensland says that in most cases dealing with the property interest involves putting it in the name of either the personal representative of the estate (usually the executor/s in the will or those granted probate, who hold it on

behalf of the estate) or the beneficiaries of the estate (also called the legatee or devisee). That is the titles office's general description of its own applications. This page does not say whose name any title goes into.

SOURCE Titles Queensland

A joint tenant

DATE DONE _____

Titles Queensland says that under a joint tenancy the interest of a joint tenant who dies passes immediately to the surviving joint tenant/s by survivorship, not under the will, and that the surviving joint tenant/s record the death with Titles Queensland to change the title.

SOURCE Titles Queensland

The evidence it names for a joint tenant

DATE DONE _____

Titles Queensland says the evidence of death for a joint tenant is a copy of the official certificate of death (short or long extract) from the relevant registry of births, deaths and marriages, and that a good quality photocopy certified as a true copy by a justice of the peace, commissioner for declarations or Australian lawyer is acceptable.

SOURCE Titles Queensland

The fee

DATE DONE _____

Titles Queensland's FY2026/27 fee schedule lists a lodging fee under the Land Title Act 1994 of **A$46.56** for 1 lot for an instrument that changes ownership to record the death of an individual who is a joint tenant.

SOURCE Titles Queensland

How it is lodged, and the time it publishes

DATE DONE _____

Titles Queensland says its Titles Electronic Drop Box is designed for self-representing individuals to lodge a limited selection of single-party dealings, including Form 4 (request to record death) and Forms 5 and 5A (transmission by death, grant issued), with its standard client service timeline for correctly lodged titling instruments being five business days.

SOURCE Titles Queensland

Its page Titles Queensland · Recording a death with Titles Queensland

The forms, on the titles office's own page: Titles Queensland · Forms

SOURCE Titles Queensland

This page does not say how any property was held, or what a person needs to do to hold or sell land. Titles Queensland's pages, or a solicitor, can.

§10 Titles Queensland: the transmission application, as its practice manual describes it

Queensland · general information · checked 11 October 2026

What a transmission application is

DATE DONE _____

The Land Title Practice Manual says a transmission application registers an estate in the name of a new registered owner or holder after the death of a sole registered owner, sole holder of an interest, or the interest of a tenant in common, that the death of a joint tenant is dealt with by a Form 4 request to record death, and that a lot or interest may be transmitted to the personal representative (Form 5 or 5A) or to the devisee or legatee named in the last will (Form 6).

SOURCE Titles Queensland

With a grant

DATE DONE _____

The Land Title Practice Manual says Form 5 is used by a personal representative who has obtained a grant of representation in Queensland, a reseal of a grant, or a Queensland recognised grant not resealed in Queensland, and lists the documents lodged with it, including probate (original or Supreme Court office copy), reseal of probate, letters of administration, or an election to administer with a certificate of authority.

SOURCE Titles Queensland

The original will

DATE DONE _____

The Land Title Practice Manual says the original will is generally lodged with the transmission application when probate has not been taken out, that original wills are treated with extreme care with no marks or holes made in them, and that an original will is not stapled to the application.

SOURCE Titles Queensland

The Public Trustee's certificate, as the manual names it

DATE DONE _____

The Land Title Practice Manual says that where the Public Trustee is the applicant, a certificate is lodged if an order to administer or an election to administer is relied on, and that evidence of the order to administer is a certificate of authority issued under s. 138 of the Public Trustee Act 1978.

SOURCE Titles Queensland

Its page Titles Queensland · Land Title Practice Manual, Part 5, 5A, 6: Transmission Applications (the manual shows "Updated: 28 April 2026")

This page does not say which form, if any, applies to the estate you are dealing with, or what to enter on one.

§11 Queensland Revenue Office: transfer duty on a death, as it publishes it

Queensland · general information · checked 11 October 2026

The Queensland Revenue Office publishes a page on its exemption from transfer duty where a property owner has died. Every line below reports what the office publishes, and none is a statement by this page about whether duty applies.

An exemption it describes

DATE DONE _____

The Queensland Revenue Office says an exemption from transfer duty may be applied for when distributing the property of a deceased person's estate, where the transaction is made according to the will or the rules of intestacy.

SOURCE Queensland Revenue Office

A joint tenant

DATE DONE _____

The Queensland Revenue Office says no duty is paid on a transfer that results from the death of a joint tenant, because the deceased person's share passes immediately to the surviving joint tenant(s), and that this exemption does not apply to property held as tenants in common.

SOURCE Queensland Revenue Office

A transmission application by a devisee or legatee

DATE DONE _____

The Queensland Revenue Office says a transmission application for registration as devisee/legatee (Form 6) is not dutiable and does not require a stamp to be lodged with Titles Queensland.

SOURCE Queensland Revenue Office

What it says is lodged to claim it

DATE DONE _____

The Queensland Revenue Office lists what is lodged to claim the exemption: a copy of the will or schedule of intestacy, the transfer documents, a dutiable transaction statement (Form D2.2), an identity details annexure for each non-Australian transferor and transferee when transferring real property, and a covering letter, with a schedule of distribution if the transfer is not in accordance with the will or intestacy.

SOURCE Queensland Revenue Office

Land tax

DATE DONE _____

The Queensland Revenue Office says receiving an interest in land from a distribution of a deceased estate may affect a beneficiary's land tax liability.

SOURCE Queensland Revenue Office

Its page Queensland Revenue Office · Death of a property owner exemption (the page shows "Last updated: 3 June 2026")

This page does not say whether duty or land tax applies to any transfer, or whether the exemption will be given. The office's page, or a solicitor, can say what applies.

§12 Queensland Police Service: firearms, as the licensing body publishes it

Queensland · general information · checked 11 October 2026

The Queensland Police Service's Weapons Licensing Group is the licensing body. The lines below are its own, and this page gives no instruction about any firearm.

☐ A permit to acquire

DATE DONE _____

The Queensland Police Service says a permit to acquire is no longer valid if the licence it was issued to is suspended, cancelled, revoked, surrendered or expires, or the holder of the permit is deceased.

SOURCE Queensland Police Service

Its page Queensland Police Service · Weapons Licensing Group fact sheet: Applying for a Permit to Acquire (names an enquiry form for acquiring from a deceased estate)

This page does not say what is to be done with any firearm, or who may hold one. The Weapons Licensing Group can.

§13 Banks and super funds: each one's own route and time

Queensland · general information · checked 10 October 2026

Each bank and each super fund publishes its own route. A bank's figure for when it asks for a grant is its own rule for money held with that bank, and the figures differ, so none appears here.

☐ What the Queensland court says about them

DATE DONE _____

The court says organisations such as banks and super funds often ask for formal proof, called probate.

SOURCE Supreme Court of Queensland

☐ A tool the court publishes for them

DATE DONE _____

Queensland Courts says its verification tool lets outside parties such as financial institutions confirm their clients' court-issued grants, which include letters of administration with or without a will.

SOURCE Queensland Courts

☐ Telling a bank before the documents are ready: Commonwealth Bank

DATE DONE _____

It says a notification can be made online or at a branch appointment, even before any of the documents are to hand.

SOURCE Commonwealth Bank

☐ What a bank says happens next: Westpac

DATE DONE _____

It says it will write within **14 business days** confirming how the accounts have been protected and what to do next.

SOURCE Westpac

☐ Funeral costs: Westpac

DATE DONE _____

Westpac lists payments it can make even without probate, including funeral costs, probate application fees, medical fees and aged care facility bills.

SOURCE Westpac

Super: who decides

DATE DONE _____

The ATO says the super fund's trustee works out who will receive the benefits. Super paid after a death is called a super death benefit.

SOURCE Australian Taxation Office

Super: telling the fund

DATE DONE _____

The ATO says the super fund (or funds) should be contacted directly, to tell them of the death and discuss the release of the super. If there is no authorised legal personal representative, the ATO may inform the fund, which then decides whether to contact the family.

SOURCE Australian Taxation Office

A fund's first contact: Aware Super

DATE DONE _____

Aware Super says a dedicated case manager will contact the person who told it within **10 business days**.

SOURCE Aware Super

A fund's objection window: AustralianSuper

DATE DONE _____

Claimants have **28 days** from being notified of its decision to agree or object, and if one disagrees with the final decision, **28 days** to complain to the Australian Financial Complaints Authority (AFCA), which it describes as free and independent. These are the fund's objection windows, not a time to tell anyone of the death.

SOURCE AustralianSuper

This page does not say who a super benefit will be paid to. How each fund is told, and what the ATO says tax depends on, on this site

§14 The documents each body names

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Each body publishes what it asks to see. These are the lines gathered for this site, body by body. The body itself can say what it will accept in a particular case.

The ATO

DATE DONE _____

To notify the ATO of a death, it asks for one of these: the death certificate, the grant of probate or letters of administration, or the will.

SOURCE Australian Taxation Office

The ATO: originals or certified copies

DATE DONE _____

The ATO says the documents shown at Australia Post need to be either originals or certified copies, and can be taken home afterwards.

SOURCE Australian Taxation Office

Services Australia, for an executor or administrator

DATE DONE _____

To give an executor or administrator details from its records, Services Australia asks for proof of their authority to act on the estate and an Executor/Administrator request for information form, one from each executor or administrator.

SOURCE Services Australia

The Supreme Court of Queensland

DATE DONE _____

The court keeps the certified copy of the death certificate and the original will or codicil on file. They cannot be returned.

SOURCE Supreme Court of Queensland

Transport and Main Roads, for the driver licence

DATE DONE _____

For a refund in person on behalf of a deceased person, the Department of Transport and Main Roads lists the deceased person's driver licence (unless it was lost, stolen or destroyed) and one supporting document: a death certificate, a Coroner's report, a certificate of authority issued by the Public Trustee under the Public Trustee Act 1978, a grant of probate stamped with court seal, or advice from the Registry of Births, Deaths and Marriages.

SOURCE Queensland Department of Transport and Main Roads

Titles Queensland, for a joint tenant

DATE DONE _____

Titles Queensland says the evidence of death for a joint tenant is a copy of the official certificate of death (short or long extract) from the relevant registry of births, deaths and marriages, and that a good quality photocopy certified as a true copy by a justice of the peace, commissioner for declarations or Australian lawyer is acceptable.

SOURCE Titles Queensland

Queensland's two certificates

DATE DONE _____

Queensland issues two kinds of death certificate. The official certificate shows the cause of death and is the one used to finalise estate matters. The limited certificate does not show the cause of death and may not be accepted by all organisations.

SOURCE Queensland Registry of Births, Deaths and Marriages

A bank: ING

DATE DONE _____

In all matters ING requires a certified copy of the death certificate issued by Births, Deaths and Marriages.

SOURCE ING

A super fund: Hostplus

DATE DONE _____

Hostplus's claims guide asks for a certified copy of the death certificate, with the cause of death if available, and one certified proof of the member's identity, such as a passport, birth certificate or driver's licence.

SOURCE Hostplus

Sources for this checklist

Every row in this checklist, the body it was read from, and the date it was checked against that body.

Queensland Government

What to do after someone dies (qld.gov.au) qld.gov.au
checked 11 October 2026

Exemptions for vehicle registration duty (qld.gov.au) qld.gov.au
checked 11 October 2026

Queensland Registry of Births, Deaths and Marriages

Register a death (qld.gov.au) qld.gov.au
checked between 10 and 11 October 2026

Get a death certificate (qld.gov.au)
qld.gov.au
checked 10 October 2026

Australian Death Notification Service

Help centre deathnotification.gov.au
checked 10 October 2026

Home page deathnotification.gov.au
checked 11 October 2026

Participating organisations (the same list is served for a death in New South Wales, Victoria and Queensland)
deathnotification.gov.au
checked 11 October 2026

Supreme Court of Queensland

About grants of administration (Queensland Courts) courts.qld.gov.au
checked 10 October 2026

Apply for a grant of administration (Queensland Courts) courts.qld.gov.au
checked 10 October 2026

Incorporated Council of Law Reporting for the State of Queensland

Deadlines and Rates
queenslandreports.com.au
checked 11 October 2026

Queensland Courts

Apply for a grant of administration
courts.qld.gov.au
checked 11 October 2026

Supreme Court fees courts.qld.gov.au
checked 10 October 2026

Reduction of civil court fees (Supreme and District Courts) courts.qld.gov.au
checked 11 October 2026

Verifying a grant of administration
courts.qld.gov.au
checked 11 October 2026

Queensland Government (Queensland Legislation)

Succession Act 1981
legislation.qld.gov.au
checked 11 October 2026

Uniform Civil Procedure Rules 1999
legislation.qld.gov.au
checked 11 October 2026

Services Australia

Who to tell when someone dies
servicesaustralia.gov.au
checked 11 October 2026

Advice of death form (SA116)
servicesaustralia.gov.au
checked 11 October 2026

What help there is when an adult dies
servicesaustralia.gov.au
checked 11 October 2026

Australian Taxation Office
Notifying us of a death and who will manage the estate ato.gov.au
checked 11 October 2026
Notification of a deceased person (online form) ato.gov.au
checked 11 October 2026
Doing a final tax return for the deceased person ato.gov.au
checked 11 October 2026
If you are a beneficiary of a deceased estate ato.gov.au
checked 11 October 2026

Queensland Department of Transport and Main Roads
Transferring registration from a deceased registered operator (qld.gov.au) qld.gov.au
checked 11 October 2026
Cancelling your vehicle, trailer, caravan, motorised mobility device or boat registration (qld.gov.au) qld.gov.au
checked 11 October 2026
Surrendering a licence (qld.gov.au) qld.gov.au
checked 11 October 2026

Titles Queensland
Recording a death with Titles Queensland titlesqld.com.au
checked 11 October 2026
Recording the death of a joint tenant titlesqld.com.au
checked 11 October 2026
FY2026/27 Fees (PDF) titlesqld.com.au
checked 11 October 2026
Titles Electronic Drop Box (TED) titlesqld.com.au
checked 11 October 2026
Forms titlesqld.com.au
checked 11 October 2026
Land Title Practice Manual, Part 5, 5A, 6: Transmission Applications (PDF, updated 28 April 2026) titlesqld.com.au
checked 11 October 2026

Queensland Revenue Office
Death of a property owner exemption (transfer duty) qro.qld.gov.au
checked 11 October 2026

Queensland Police Service
Weapons Licensing Group fact sheet: Applying for a Permit to Acquire (PDF, Version 1.0, June 2025) police.qld.gov.au
checked 11 October 2026

Commonwealth Bank
Deceased estates commbank.com.au
checked 11 October 2026

Westpac
Support when someone passes away westpac.com.au
checked 11 October 2026

Aware Super
How to make a death claim aware.com.au
checked 11 October 2026

AustralianSuper
Super death benefit australiansuper.com
checked 11 October 2026

ING
Bereavement services ing.com.au
checked 11 October 2026

Hostplus
Insurance claims guide: death claims (PDF) hostplus.com.au
checked 11 October 2026

Queensland Law Society
Register of Solicitors qls.com.au
checked 10 October 2026

Legal Aid Queensland
Help over the phone legalaid.qld.gov.au
checked 10 October 2026

Where to get help with your situation

This page cannot tell you what applies to the estate you are dealing with. These official routes can point you to someone who can.

Queensland

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- Queensland Law Society · Register of Solicitors: the society keeps records of all current legal practitioners in Queensland, and the register can be searched.
  SOURCE Queensland Law Society
- Legal Aid Queensland gives free legal information on 1300 65 11 88, 8.30am to 4.30pm (AEST), Monday to Friday, except public holidays.
  SOURCE Legal Aid Queensland

Valoren does not choose a solicitor for you, and takes no payment from any.

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End of this checklist. Prepared 14 October 2026 from familyhandoverkit.com/au/executor-checklist/qld. A newer copy, when there is one, is there.