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

Executor checklist for Victoria: the tasks official bodies publish, body by body

The general tasks after a death in Victoria as Births, Deaths and Marriages Victoria, the Supreme Court of Victoria, VicRoads, Land Use Victoria, the State Revenue Office, State Trustees and Victoria Police publish them, with the federal bodies, the banks and the super funds in brief, 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

This page lists the general tasks that official bodies publish for the time after a death in Victoria: Births, Deaths and Marriages Victoria, the Supreme Court of Victoria, VicRoads, Land Use Victoria, the State Revenue Office, State Trustees and Victoria Police, with Services Australia, the Australian Taxation Office, the free national notifier, the banks and the super funds in brief. 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.

The rows are grouped by the body that publishes them, not numbered as steps. This page does not say which task comes first for you, which tasks apply to the estate you are dealing with, who the executor or administrator is, 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.

The word executor is on this page because people search for it. No line on this page says what an executor must do. Each line says what a Victorian or federal body publishes about its own task, and the body's name is on the line.

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 Australian Taxation Office'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.

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/vic

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 Births, Deaths and Marriages Victoria: registering the death and the certificate

Victoria · general information · checked 10 October 2026

Births, Deaths and Marriages Victoria registers the death and issues the death certificate. These are the registry's own lines on who usually does each, its fee and its time.

☐ Registering the death

DATE DONE _____

In Victoria, the funeral director usually registers the death, after the burial or cremation.

The medical practitioner or coroner also completes a form, which makes up part of the registration.

The registry asks anyone registering a death without a funeral director to contact it for help.

SOURCE Births, Deaths and Marriages Victoria

Its page Births, Deaths and Marriages Victoria · Register a death

☐ The certificate

DATE DONE _____

The registry says that in most cases the funeral director applies for the death certificate, so the family does not need to apply directly.

A death certificate can only be issued after the death has been registered.

SOURCE Births, Deaths and Marriages Victoria

Who the registry says can apply

DATE DONE _____

The registry's published rule: the applicant proves they are the person's next of kin. Anyone who is not the next of kin also provides third-party authority from the next of kin.

Every applicant also proves their own identity, online or with certified copies of documents.

SOURCE Births, Deaths and Marriages Victoria

The fee

DATE DONE _____

The registry's published fee for a death certificate is **A$59.10**, with or without the cause of death, or **A$95.80** for the package: the death certificate and the cause-of-death certificate. Express post within Australia is **A$10.60**.

SOURCE Births, Deaths and Marriages Victoria

How long it takes

DATE DONE _____

The registry's published processing times: up to **14 days** for a death certificate, and up to **7 days** for a death registration and certificate in the last **3 months**. The time starts once all the documents are in, and postage is extra.

SOURCE Births, Deaths and Marriages Victoria

Applying online

DATE DONE _____

The registry's page links to an online application, and says a Service Victoria account is now needed to complete online transactions.

The registry's page on getting a death certificate: Births, Deaths and Marriages Victoria · Get a death certificate

SOURCE Births, Deaths and Marriages Victoria

Why the certificate comes early

DATE DONE _____

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

SOURCE Australian Death Notification Service

§3 Once the certificate is issued: the free notifier

Victoria · general information · checked 10 October 2026

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

SOURCE Australian Death Notification Service

In Victoria

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

This page does not say which Victorian bodies are on the ADNS list. Each card below shows that body's own route, whether or not the notifier reaches it. Who the free notifier reaches, and who it does not, organisation by organisation

§4 The Supreme Court of Victoria: the advertisement, the application, the fee and the grant

`Victoria · general information · checked 10 October 2026`

A grant of probate or letters of administration is a Supreme Court document. This card shows what the court publishes on what a grant is, on whether one is needed, and on applying.

Where the court explains it

DATE DONE _____

The Probate Office of the Supreme Court of Victoria processes applications for probate and letters of administration, issues grants, keeps a register of the grants the court has issued, and holds wills deposited with the court for safekeeping.

SOURCE Supreme Court of Victoria

What a grant is, as the court publishes it

DATE DONE _____

The court says a grant of probate is a legal document it issues that confirms the will is valid and that the executor can act on the will.

SOURCE Supreme Court of Victoria

Whether a grant is needed, as the court publishes it

DATE DONE _____

The court says it does not decide whether probate is needed to deal with an estate, and that there is no automatic requirement to apply for probate when someone dies.

The court says that depends on what was left in the person's sole name and on what the institutions holding those assets require.

The court says to contact each asset holder and ask it directly whether it will need a grant before it releases money.

The court's page on this: Supreme Court of Victoria · How to determine if a grant of probate or administration is required

SOURCE Supreme Court of Victoria

How the application is made

DATE DONE _____

The court says a person can apply for probate or administration without a lawyer, and can choose to use one.

Applications are made online, through the court's system called RedCrest-Probate.

SOURCE Supreme Court of Victoria

The notice

DATE DONE _____

A notice of the intention to apply, called the advertisement, is published online at least **15 days** before the application is filed.

The court says the advertisement is the start of the application, whether or not there is a will. It gives anyone with important information a chance to contact the applicant.

Posting the advertisement on RedCrest-Probate costs **A$38**. Republishing it costs **A$51.80**.

In its RedCrest-Probate video guide, the court says re-advertising restarts the waiting period of **15 days** before the application can be submitted.

SOURCE Supreme Court of Victoria

What the court says is filed

DATE DONE _____

The court lists the documents an application uses: a certified copy of the death certificate showing the cause of death, the original will or codicil if there is one, and information about the person's assets and debts.

The court says the forms for an application are prepared in RedCrest-Probate. Its forms page holds the other forms filed with the Probate Office.

The court says the forms are printed and signed in front of a qualified witness, such as a justice of the peace.

If there is a will or codicil, the original is then sent to the Probate Office.

SOURCE Supreme Court of Victoria

This page does not say what to enter in any field of RedCrest-Probate.

The fee the court publishes

DATE DONE _____

The court's filing fee for an application for a grant is set by the gross value of the estate's Victorian assets. From 1 July 2026 it runs from **A$0,** below **A$250,000,** to **A$17,770.80** at **A$7,000,000** or more.

The fee schedule says a waiver of fees can be applied for, including on the grounds of financial hardship, using the court's application for waiver of court fees.

The schedule: Supreme Court of Victoria · Probate Office fees, 1 July 2026 to 30 June 2027 (PDF)

SOURCE Supreme Court of Victoria

A late application

DATE DONE _____

The court says there is no time limit for applying, but if more than three years have passed since the death, the delay is explained in the affidavit.

SOURCE Supreme Court of Victoria

How long it takes

DATE DONE _____

The Supreme Court of Victoria says it may take several weeks for the application to be granted from the date the application process starts, and that once filed it usually takes **5–10 working days** for the application to be reviewed.

The court says applications are taking longer than its published processing time of 5 to **10 working days**.

The Probate Office says that in the week starting 5 October 2026 it is reviewing applications received in the week starting 7 September 2026, and that it reviews applications in the order it receives them.

That is what the court showed that week, and it changes. The current line is at the top of the court's FAQs page: Supreme Court of Victoria · Probate Office FAQs (the court's current review times are at the top)

SOURCE Supreme Court of Victoria

After the grant

DATE DONE _____

If the application is granted, the Probate Office emails the grant.

The court no longer issues paper copies of grants.

Asset holders view the grant on RedCrest-Probate, using the application number and the unique identifier, which are both shown on the grant. The court says it cannot give these details out.

SOURCE Supreme Court of Victoria

When there is no will

DATE DONE _____

Where the person did not leave a valid will, the court's grant is called letters of administration.

SOURCE Supreme Court of Victoria

The Probate Office's phone

DATE DONE _____

The Probate Office's phone number is (03) 8600 2006. The court says it can help with the application process, but cannot give legal advice or help with administering the estate after the grant.

SOURCE Supreme Court of Victoria

Its page Supreme Court of Victoria · How to apply for a grant of probate or administration (the court's step-by-step guide)

§5 Services Australia: the time it asks to be told within

Victoria · general information · checked 11 October 2026

Services Australia is the federal agency behind Centrelink, Medicare and Child Support. It publishes a time to be told within, and one form.

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.

SOURCE 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.

SOURCE 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

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

Not reached by the free notifier

DATE DONE _____

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

SOURCE Australian Death Notification Service

This is Services Australia's time to be told. The Australian Taxation Office's own time to update its records, in the next card, is a different thing.

The form Services Australia · Advice of death form (SA116)

§6 The Australian Taxation Office: its own times, and the estate's tax

Victoria · general information · checked 11 October 2026

The Australian Taxation Office publishes one notification, a suggestion about when to send it, and two times of its own.

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

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

Who the ATO says can manage the estate with it

DATE DONE _____

The ATO says only the executor or administrator can nominate to manage the estate with it.

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

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, in the card 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.

SOURCE Australian Taxation Office

When the ATO says it is finished

DATE DONE _____

The ATO lists when an estate's tax affairs are finalised, including that the date of death return and any outstanding returns are lodged and finalised, all tax liabilities are paid, any credits due are claimed, and business tax registrations are cancelled. 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 VicRoads: licences, registrations, plates and permits

`Victoria · general information · checked 11 October 2026`

VicRoads holds Victoria's driver licences and its vehicle and vessel registrations. These are its own lines, from its deceased estates page, on what it settles and how.

Its page VicRoads · Deceased estates

What VicRoads says it settles

DATE DONE _____

VicRoads says an authorised representative may need to surrender any licences held by the person, transfer or cancel vehicle and vessel registrations, and handle any related permits or plates.

SOURCE VicRoads

One visit

DATE DONE _____

VicRoads says it is easiest to settle these matters in one visit at a VicRoads Customer Service Centre, and that an appointment is not needed.

SOURCE VicRoads

How to tell it

DATE DONE _____

VicRoads says a death can be notified in person at a VicRoads Customer Service Centre, or by post (certified copy only) to VicRoads at GPO Box 1644, Melbourne, VIC 3001.

SOURCE VicRoads

Documents

DATE DONE _____

VicRoads says it needs an original or certified copy of a death certificate issued by Births, Deaths and Marriages, an interim death certificate, a coroner's court letter or form confirming the person's full name, date of birth and date of death, or an international death certificate in English or with an accredited translation.

SOURCE VicRoads

Showing authority, as VicRoads describes it

DATE DONE _____

VicRoads lists what it accepts to show that someone is the authorised representative of the estate: a relevant section of the will, a grant of probate issued by an Australian Supreme Court, letters of administration, a solicitor's letter on letterhead stating that the solicitor represents the estate, or a Statutory declaration for the administration of a deceased estate form.

VicRoads says the statutory declaration option is for an estate worth less than **A$32,470**. That is VicRoads' own figure for its own form, and it is not a rule about whether a grant is needed.

VicRoads says that where there is more than one executor or administrator it needs a letter signed by all of them saying who they choose as the representative.

VicRoads says the authorised representative completes the step of showing their authority in person at a VicRoads Customer Service Centre.

VicRoads says that where there is no original or certified copy of a grant, it can verify it online with the application number and the unique identifier.

SOURCE VicRoads

Cancelling, as VicRoads describes it

DATE DONE _____

VicRoads says the final step is to cancel or transfer the licences, number plates, permits and registrations held by the person who has died.

VicRoads says licences are surrendered, and vehicle or vessel registrations that will not be transferred can be cancelled, by filling in a Cancellation and refund request for deceased estate form, in person at a VicRoads Customer Service Centre.

VicRoads says it has to invalidate the licence card, which can be kept afterwards.

SOURCE VicRoads

Transferring, as VicRoads describes it

DATE DONE _____

VicRoads says each vehicle or vessel registration being transferred needs its own form: a Transfer of registration from a deceased estate form for a vehicle, or an Application for transfer of vessel registration from deceased estate form for a vessel.

VicRoads says the transfer form includes details of the person who has died, the authorised representative of the estate, and the person the vehicle or vessel will now be registered to, called the acquirer.

VicRoads says the transfer form can be given in person at a VicRoads Customer Service Centre, or by post to VicRoads at GPO Box 1644, Melbourne, VIC 3001.

VicRoads says a trailer that goes with a vessel is transferred separately, as a vehicle.

SOURCE VicRoads

What VicRoads keeps

DATE DONE _____

VicRoads says it does not keep or copy the documents it is given, except those created for VicRoads such as a statutory declaration, and that forms sent by post should have certified copies because originals cannot be returned.

SOURCE VicRoads

This page does not say who the authorised representative is for any estate, whether a vehicle is transferred or cancelled, or who it goes to. VicRoads' page, linked above, describes its own forms, and VicRoads can say what it will accept in a particular case.

§8 Land Use Victoria: the titles office's own application

Victoria · general information · checked 10 October 2026

Land Use Victoria is the titles office. It publishes a customer information bulletin on the application an executor or administrator makes to it. These are its own lines, and the court's line on what a grant is for.

Its page Land Use Victoria · Customer information bulletin 232, section 49 applications

The application, as the titles office describes it

DATE DONE _____

Land Use Victoria says an executor or administrator of a deceased registered proprietor can apply under section 49 of the Transfer of Land Act 1958 to be registered as the proprietor of the deceased's land.

SOURCE Land Use Victoria

What it says the application states

DATE DONE _____

Land Use Victoria says the representative capacity must be stated in the application.

SOURCE Land Use Victoria

What the court says a grant is for

DATE DONE _____

The court says a grant allows the person named in it to deal with banks, Land Use Victoria and other organisations on behalf of the estate.

SOURCE Supreme Court of Victoria

This page does not say whether the land in any estate passes this way, who holds it, or what a person needs to do to hold or sell it. Land Use Victoria's bulletin, linked above, describes its own application, and a solicitor can look at the title.

§9 The State Revenue Office: duty on a transfer from the estate

Victoria · general information · checked 11 October 2026

The State Revenue Office is Victoria's duty authority. It publishes a page on transfers from a deceased estate, and a manual of the evidence it asks for. These are its own lines.

Its page State Revenue Office · Deceased estates and duty

What it says duty depends on

DATE DONE _____

The State Revenue Office says whether duty applies to a transfer from a deceased estate depends on how the property is transferred.

SOURCE State Revenue Office Victoria

The route it describes

DATE DONE _____

The State Revenue Office says all other transfers of dutiable property arising from a deceased estate are lodged with it using Duties Online (DOL) for complex assessment. It says it then considers whether duty is payable or whether an exemption applies, and notifies the person lodging.

SOURCE State Revenue Office Victoria

The evidence it lists

DATE DONE _____

The State Revenue Office's Evidentiary Requirements Manual lists, for a transfer to a beneficiary strictly in accordance with the will for no consideration, a Digital Duties Form and a copy of the grant of probate sealed by the Supreme Court with a copy of the will attached. It gives the lodgement time as before settlement, through Duties Online.

For a transfer to a beneficiary under a will or intestacy that goes through a complex assessment, the State Revenue Office's Evidentiary Requirements Manual lists, where there was no will, a copy of the letters of administration and the affidavit lodged with the Supreme Court when letters of administration were obtained. It gives the lodgement time as **30 days** before settlement, through Duties Online.

SOURCE State Revenue Office Victoria

This page does not say whether duty is payable on any transfer, or whether an exemption applies. The State Revenue Office's page, linked above, or a solicitor, can.

§10 State Trustees, Victoria's public trustee: what it publishes for executors

Victoria · general information · checked 11 October 2026

State Trustees administers deceased estates in Victoria and publishes its own guide for executors. These are its lines about estate administration and about its own service.

Its page State Trustees · Deceased Estate Administration Victoria

What State Trustees says estate administration is

DATE DONE _____

State Trustees says estate administration is the process of managing and distributing someone's assets after they die. It says the person who manages it is typically called the executor if named in the will, or the administrator if there is no will and the court has appointed them.

SOURCE State Trustees

The first jobs, as State Trustees describes them

DATE DONE _____

State Trustees says the executor's role begins as soon as the person has passed away. It says the first job is to find the person's original will and arrange the funeral.

SOURCE State Trustees

Tax, as State Trustees describes it

DATE DONE _____

State Trustees says executors and administrators may be required to lodge a final individual tax return, prepare deceased estate tax returns, manage ATO correspondence, and obtain tax clearance before distributing assets. This page does not say whether any return is needed for the estate you are dealing with. The ATO's own lists, on this site

SOURCE State Trustees

Authorising State Trustees

DATE DONE _____

State Trustees says an executor who does not believe they have the capacity to fulfil the required duties can choose to authorise State Trustees to administer the estate on their behalf.

SOURCE State Trustees

Documents

DATE DONE _____

State Trustees lists the documents for managing a deceased estate in Victoria as a certified copy of the death certificate (or a grant of probate or letter of administration), a certified copy of the will, and certified copies of either a grant of probate or letters of administration.

SOURCE State Trustees

How long it takes

DATE DONE _____

State Trustees says estate administration usually takes between nine months and one year.

SOURCE State Trustees

Its phone

DATE DONE _____

State Trustees gives 03 9667 6444, or 1300 138 672 from outside Melbourne, for obligation free advice for executors.

SOURCE State Trustees

These are State Trustees' own descriptions of estate administration and of its own service. This page does not say who the executor is, whether anyone should authorise State Trustees, or what the service costs.

§11 Victoria Police: firearms that belonged to the person who died

Victoria · general information · checked 11 October 2026

Victoria Police's Licensing and Regulation Division publishes a page for executors, administrators and beneficiaries on firearms in a deceased estate. Every line below is the police's own statement, shown as the police publish it.

Its page Victoria Police · Deceased estates and inherited firearms

Who the police say can authorise a transfer

DATE DONE _____

Victoria Police says the only person who can authorise the transfer of firearms belonging to deceased licence holders is the executor or administrator of the deceased estate. It says that in relation to firearms this could include ensuring firearms are transferred correctly to the person they are left to, or selling them through a licensed firearms dealer.

Victoria Police says that, for privacy reasons, the executor or administrator is the only person the Licensing and Regulation Division can discuss the particulars of the licence holder or their firearms with.

SOURCE Victoria Police

What the police list as legal requirements

DATE DONE _____

Victoria Police lists three legal requirements for the executor or administrator. They are to notify the Licensing and Regulation Division of the licence holder's death as soon as practicable, to ensure the continued safe storage of the firearms, and to dispose of the firearms within six months of the date of death.

SOURCE Victoria Police

How to tell it

DATE DONE _____

Victoria Police says the executor or administrator emails the Licensing and Regulation Division with a certified copy of the death certificate, their own name and contact details, and a copy of the will confirming the executor. It adds the deceased's firearms licence number (if known), details of each firearm (make, model, calibre and serial number), and the address where each firearm is to be ordinarily stored.

SOURCE Victoria Police

Storage, as the police describe it

DATE DONE _____

Victoria Police lists four storage options: leaving the firearms where the licence holder stored them if no unlicensed person can access them, storing them with appropriate storage facilities, arranging for another appropriately licensed holder to store them, or arranging storage with a licensed firearms dealer. It also says that if firearms are

moved to a new storage location, the Licensing and Regulation Division must be notified of the change in storage address.

SOURCE Victoria Police

Disposal, as the police describe it

DATE DONE _____

Victoria Police says disposal of firearms can mean transferring ownership to an existing licence holder, selling them to a licensed firearms dealer, or surrendering them for destruction.

Victoria Police says firearms that have not been left to anyone, or that the person they were left to does not want, must be disposed of within six months of the licence holder's death. It says surrendering them for destruction is encouraged in this situation.

Victoria Police says the executor or administrator notifies the Licensing and Regulation Division by email of any transfer within seven days of the firearms being disposed, and makes the transfer through a licensed firearm dealer. It warns against allowing inherited firearms to be given to another person without an official transfer through the permit to acquire process.

SOURCE Victoria Police

The exemption the police describe

DATE DONE _____

Victoria Police says an executor or administrator is exempt from needing a licence to possess or carry the firearm for the purpose of disposing of it, provided they store it correctly and dispose of the firearms within six months of the licence holder's death. It says the exemption is valid only for six months after the death and does not allow the executor or administrator to use the deceased person's firearms.

SOURCE Victoria Police

A firearm left to someone, as the police describe it

DATE DONE _____

Victoria Police says a person may acquire a firearm left to them in a will if they can demonstrate a genuine need for it, obtain a permit to acquire, and have the transaction witnessed by a licensed firearms dealer. It adds that the person must also hold the appropriate licence for that firearm.

Victoria Police says a person without a firearm licence who wants to keep an inherited firearm can apply for a firearm licence, or for an Heirloom Licence if they would like to keep it for inheritance purposes only. It says an Heirloom Licence allows a single firearm or a matched pair of firearms, and that any firearm on it is made permanently inoperable and stored correctly.

SOURCE Victoria Police

Every line in this card is Victoria Police's own statement, shown as it publishes it. This page does not say whether any of this applies to the estate you are dealing with, and it does not say what to do with any firearm. The Licensing and Regulation Division, on the page linked above, can.

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

`Victoria · 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.

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

Bank of Melbourne, on the free notifier's list

DATE DONE _____

Bank of Melbourne · on the ADNS list

SOURCE Australian Death Notification Service

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

Super: what the Victorian court says

DATE DONE _____

The court says its Probate Office cannot help with questions about super, and that the super fund is the one to contact.

SOURCE Supreme Court of Victoria

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

§13 The documents each body names

Victoria · general information · checked 10 October 2026

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 Supreme Court of Victoria

DATE DONE _____

The court lists the documents an application uses: a certified copy of the death certificate showing the cause of death, the original will or codicil if there is one, and information about the person's assets and debts.

SOURCE Supreme Court of Victoria

VicRoads

DATE DONE _____

VicRoads says it needs an original or certified copy of a death certificate issued by Births, Deaths and Marriages, an interim death certificate, a coroner's court letter or form confirming the person's full name, date of birth and date of

death, or an international death certificate in English or with an accredited translation. Its list of what shows authority is in the VicRoads card above.

SOURCE VicRoads

☐ **State Trustees** DATE DONE _____

State Trustees lists the documents for managing a deceased estate in Victoria as a certified copy of the death certificate (or a grant of probate or letter of administration), a certified copy of the will, and certified copies of either a grant of probate or letters of administration.

SOURCE State Trustees

Victoria Police Its list of what goes in the email to the Licensing and Regulation Division is in the Victoria Police card above.

The State Revenue Office Its evidence lists are in the State Revenue Office card above.

☐ **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: proof of identity at Australia Post** DATE DONE _____

The ATO lists these as proof of identity: an Australian or foreign passport, an Australian driver's licence or learner's permit, a state or territory proof of age or photo card, an Australian firearms licence, or a student ID card.

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

☐ **The ATO: a grant with no paper version** DATE DONE _____

The ATO says that where a grant is issued online with no paper version, the online document is printed and the printed copy is certified by an approved certifier before it is shown to Australia Post. The Victorian court's grants are of this kind, in the court card above.

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

☐ **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.

Births, Deaths and Marriages Victoria

Register a death bdm.vic.gov.au
checked 10 October 2026

Get a death certificate bdm.vic.gov.au
checked between 10 and 11 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 Victoria

Wills and probate supremecourt.vic.gov.au
checked 10 October 2026

Probate Office FAQs supremecourt.vic.gov.au
checked between 10 and 11 October 2026

How to determine if a grant of probate or administration is required
supremecourt.vic.gov.au
checked 10 October 2026

How to apply for a grant of probate or administration
supremecourt.vic.gov.au
checked 10 October 2026

Probate Office Fees, effective from 1 July 2026 (PDF)
supremecourt.vic.gov.au
checked 10 October 2026

RedCrest-Probate e-Filing information supremecourt.vic.gov.au
checked 11 October 2026

Probate Office Forms supremecourt.vic.gov.au
checked 10 October 2026

Probate Office fees supremecourt.vic.gov.au
checked 10 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

Confirming tax obligations are complete ato.gov.au
checked 11 October 2026

If you are a beneficiary of a deceased estate ato.gov.au
checked 11 October 2026

VicRoads

Deceased estates vicroads.vic.gov.au
checked 11 October 2026

Land Use Victoria

Customer information bulletin 232: lodging an application under section 49 of the Transfer of Land Act 1958 land.vic.gov.au
checked 11 October 2026

State Revenue Office Victoria

Deceased estates and duty sro.vic.gov.au
checked 11 October 2026

Evidentiary Requirements Manual: Deceased estates - pursuant to a Will - exemption (strictly in accordance) sro.vic.gov.au
checked 11 October 2026

Evidentiary Requirements Manual: Deceased estates - exemption - will and intestacy (broad accordance) sro.vic.gov.au
checked 11 October 2026

State Trustees

Deceased Estate Administration Victoria statetrustees.com.au
checked 11 October 2026

What does an executor of a will do? statetrustees.com.au
checked 11 October 2026

What Does an Executor of a Will Do? (guide) statetrustees.com.au
checked 11 October 2026

I Am a Beneficiary of a Deceased Estate statetrustees.com.au
checked 11 October 2026

What to do if you are the Executor? statetrustees.com.au
checked 11 October 2026

Victoria Police

Deceased estates and inherited firearms police.vic.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

Law Institute of Victoria

Looking for Legal Help liv.asn.au
checked 10 October 2026

Victoria Legal Aid

Speak to us legalaid.vic.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.

Victoria

Victoria · general information · checked 10 October 2026

- Law Institute of Victoria · Find Your Lawyer Referral Service: a referral to a member law firm, which offers a free first interview of up to 30 minutes. The Law Institute says it is not a law firm and does not give legal advice itself.
  SOURCE **Law Institute of Victoria**
- Victoria Legal Aid's Legal Help line is 1300 792 387, 8am to 6pm, Monday to Friday. It gives general legal information, and legal advice to people who are eligible.
  SOURCE **Victoria Legal Aid**

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/vic. A newer copy, when there is one, is there.