

## How to register a death

### Who can register a death?

The death can be registered by the person sorting out the funeral, which can be:

- A relative
- Someone present at the death
- A senior official of the nursing/residential home/hospital where the death took place

Most deaths are registered by a relative. The Registrar would normally only allow one of the other people to register the death if there were no relatives available.

### When and where must a death be registered?

Within 5 days, or 7 days if a coroner is investigating the death. The death must be registered in the district where it happened.

If you can't get to the required office, you can visit your local office and declare. This is known as registration by declaration, which means there can be a delay of up to a week for documents needed for funeral arrangements.

### How can I book a registration appointment?

Book online (<https://secure.staffordshire.zipporah.co.uk/Registrars.Staffordshire/DeathBookingProcess>) or call us on 0300 111 8001

### What documents will I need when I register a death?

You must take the medical certificate of the cause of death, signed by a doctor unless the coroner is issuing the paperwork. In addition, please take the deceased's:

- Birth Certificate
- Marriage/civil partnership certificates
- NHS Medical Card

### What information will I need to give the registrar about the deceased?

You will need to give the following information to the registrar:

- The date and place of death
- Their full name and any other names they are known by, or have been known by, including their maiden name
- Their date and place of birth
- Their last occupation
- If the deceased is married, widowed or has a formal civil partnership, the full name and occupation of their spouse or civil partner
- The date of birth of a surviving spouse or civil partner
- Details of any public sector pension, e.g. civil service, teacher or armed forces.

### What information do I need to give the registrar about myself?

You will need to supply the following information about yourself:

- Your relationship to the deceased for example, son, daughter, widow, widower etc.
- Your full name
- Your usual address

### What documents will I get from the Registrar?

After the information has been recorded into the register the Registrar will issue the necessary forms and certificates. If a post-mortem is not being held, the Registrar will give you:

- A certificate for Burial or Cremation ('Green Form') allowing for the body to be buried or for a cremation application to be made. If the deceased is to be buried or cremated outside of England or Wales the coroner will issue the necessary forms,
- A certificate of Registration of Death (Form BD8) issued for the Benefits Agency.

You can buy one or more death certificates when attending the death registration. Certificates are £4 at time of registration, £7 after registration but within one month, and £10 after one month.

These are certified copies of the original register entry and will be needed by the executor or administrator when sorting out the deceased persons affairs. Anything that has to be closed down or claimed will need a certificate.

### **How do I register a death that happened abroad?**

The process of registering a death that happened abroad varies depending on which country the person died in.

For information about deaths that happened abroad, please visit the Foreign and Commonwealth Office [www.gov.uk/register-a-death](http://www.gov.uk/register-a-death)