



WHAT TO DO WHEN SOMEONE DIES

Don't rush into anything. Give yourselves time to think and, if death occurs at home, spend time with your loved one.

Inform the GP, but there is no requirement to move the body immediately.

A death should be registered within 5 days by:

- a. A close relative, or one living in the same area as the deceased
- b. Someone present during the deceased's last illness
- c. Someone present at death

You will need to make an appointment with the Registry Office – don't just turn up!

You will need to take with you:

- a. Medical Certificate of Death (issued by the hospital, hospice or GP)
- b. The deceased's Medical card, NHS number or birth certificate

If the coroner is involved:

The Coroner's involvement *may* delay the funeral, but not necessarily. A Certificate of Death will be issued at a later date, at which time you can register the death – unless there is going to be an inquest.

This will apply if:

- a. The deceased has not seen a doctor for 14 days before death
- b. If the deceased died within 24 hours of admission to hospital
- c. If there are any suspicious circumstances

Information required to register a death:

1. Date and place of birth and death
2. Full name of the deceased, with maiden, or any other name (if applicable)

3. The deceased's home address, including post code
4. The deceased's occupation or, if retired, last known occupation
5. If married, full name, date of birth and occupation of surviving spouse
6. Details of the deceased's state pension or benefits

After registration, you will receive from the Registrar:

- a. A Green Form (for which there is no charge), needed by the crematorium, burial site – or for the Environment Agency (for burial on private land)
- b. A unique reference number to use on line or by phone for the “Tell Us Once Service” (no charge). This is to inform most government/council organisations in one go
- c. Copy of the Death Certificate. There is a charge for this – and it is cheaper to buy additional copies at the time of registration than at a later date.