



Geo. Edward Gamble & Sons



Funeral Directors

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Our guide to help you register a death.

When a death occurs in England or Wales it needs to be registered by the Registrar of Births and Deaths for the sub-district in which the death occurred. The informant (or person registering the death) needs to be any one of the following:

- A relative of the deceased, present at the death.
- A relative of the deceased, present during their last illness.
- A relative of the deceased, residing or being in the sub-district where the death occurred.
- Any person present at the death.
- A governor, keeper, matron, master, superintendent or other chief resident officer of an establishment, if they knew of the happening of the death.
- Any inmate if they knew of the happening of the death.
- The person responsible for payment of the funeral account.

Whoever takes responsibility for the registration has 5 days from the date of death in which to complete it.

A Doctor will normally issue a Medical Certificate of Cause of Death only if;

- He/She is a registered Medical Practitioner, even if only provisionally registered.
- He/She has been in attendance during the last illness. (within the last 14 days.)
- He/She knows the cause of death.
- He/She does not consider it a case which requires referral to the Coroner.

It will normally be necessary to make an appointment to register a death and the following documentation and information will be required;

- i) The Medical Certificate of Cause of Death ii)
The Medical Card of the Deceased
- also, iii) The date and place of death
- iv) The full name and surname (and maiden name for a married woman.)
- v) The date and place of birth
- vi) The occupation (and for a married woman, her husband's occupation.)
- vii) The usual address

- viii) Whether the person received any pensions or allowances from public funds.
- ix) If the deceased was married, the date of birth of the surviving widow or widower
- x) The name of the informant.
 - The Qualification
 - The usual address

Once the informant has signed to certify that all the information is correct the registrar will then issue;

- * The Registrars Certificate for Burial or Cremation (sometimes referred to as the Green Form)
 - Copies of the Entry in the Register of Death (otherwise known as the Death Certificate). A fee is payable for these and the Registrar will issue as many as you request on the day.
 - A certificate of Registration or Notification of Death. (This is needed in order to claim benefits from the DWP)
- * This needs to be delivered to the Funeral Director as soon as possible following registration.

It is possible to register a death by 'declaration' if you do not happen to live in the sub-district where the death needs to be registered. This procedure needs to be completed between your local registrar and the sub-district registrar and may involve a delay of up to seven days as all

certification is sent by post. If this set of circumstances exist it may well be worth considering a journey to register the death in person. If you require any further guidance on this please do not hesitate to contact us.

Please be aware that the Registrar has a duty to report a death to the Coroner (within twelve months of its occurrence) in the following cases;

- Where the deceased was not attended during their last illness by a registered Medical Practitioner.
- If the Registrar does not obtain a duly completed Certificate of Cause of Death.
- If it appears to the Registrar from the particulars given that the deceased was not seen by the certifying Medical Practitioner either after death or within fourteen days before death.
- Where the cause of death appears to be unknown.
- If the Registrar has reason to believe that the death was unnatural, caused by violence or neglect or was in anyway suspicious.
- Where it appears to the Registrar that the death occurred during an operation or before recovery from the effects of anaesthetic.
- If the death was due to any industrial disease or industrial poisoning.

If the Registrar does report a death to the Coroner the death cannot be registered until such time as the registrar

receives notification from the Coroner that he does not intend to hold an inquest.

In most cases the procedure for registering will be explained by either a hospital or ourselves. Should you need to ask more detailed questions, or if you wish to make an appointment, you will find the contact numbers for our local registrars listed below.

For deaths in Leicester City

Town Hall

(Bowling Green Street Entrance) 0116 3056509

For deaths in the County

(Deaths occurring at an address in the county can be registered at any County Registrars office.)

Southfield Road, Loughborough. 0116 4541000

Melton Mowbray

County Council Offices, Leicester Road. 01664 562751

Please use this checklist to ensure you have made the necessary calls in the correct order when a death occurs.

Telephone the persons GP when the death occurs. For deaths occurring in hospital this is not required	
Contact your chosen Funeral Director	
If the Coroner isn't involved, call the GP's surgery, (or hospital) during office hours, to arrange a time to collect the Medical Certificate of Cause of Death	
Ring the Registrars office where you have to register, to make an appointment	
Once registration is complete, take the Green form to your Funeral Director	