

# Registering A Death At The Time Of Need

## What should I do first?

### Step 1

As soon as is convenient the death should be registered at the 'Register Office,' this is normally in the district in which the death occurred. Ask the doctor for the 'Cause of death certificate' which you must take, together with the medical card (if you have it), to the registrars. In the event that the coroner is involved, we suggest you contact the nominated funeral director, so they can best advise you on the course of action to take. This will vary dependent upon individual circumstances surrounding the death.

### Step 2

If copies of the death certificate are required for insurance policies, closure of bank accounts etc., the registrar will issue them on request but a charge per copy is levied. Copies can be obtained at a later date but a search fee may be charged in addition to the price of the extra copies.

In most cases, the registrar will also issue a green certificate which is required by the funeral director when the funeral arrangements are made. Please be sure to take this with you when you meet with the nominated funeral director.

### Step 3

Make an appointment to visit or speak to the nominated funeral director who will make all the necessary arrangements for you. Alternatively, the nominated funeral director may be able to see you at home by special arrangement.

## Who can Register?

1. Close relative of the deceased
2. Relative in attendance during last illness
3. A relative living in the district in which the death occurred
4. A person present at death
5. The person making arrangements with the funeral directors

## Information required to register

1. Date and place of death
2. Full name of deceased (maiden name if applicable)
3. Date and place of birth
4. Occupation and home address
5. If married, full name and occupation of surviving spouse