



REGISTRATION OF A DEATH

This leaflet provides the information necessary to register a death in the majority of circumstances.

On certain occasions, e.g. if the death occurred abroad, this information will not apply. In this instance, your funeral director will explain the procedure to be followed.

Please do not hesitate to ask if you are unsure how to proceed with Registration. We will be pleased to explain the procedure to you.

GILLOTTS FUNERAL DIRECTORS

154 Nottingham Rd, Eastwood NG16 3GG, Tel: 01773 713484

The Old Church, Main St, Kimberley NG16 2LL, Tel: 0115 938 6720

1a Abbott Street, Heanor DE75 7QD, Tel: 01773 713921

136 Derby Road, Stapleford NG9 7AY, Tel: 0115 949 1534

133 Nottingham Road, Selston NG16 6BT, Tel: 01773 306909

www.gillotts.co.uk



Owned and Managed by The Eastwood Funeral Partnership

Partners: B. Hutsby Dip. F.D., Mrs E. Hutsby, A Topley Dip. F.D. MBIE, J. Hutsby BA Hons Dip. F.D. MBIFD

Who should Register a Death?

Wherever possible, a close relative should register a death. If no relative is available, then someone who was present at the death is able to register the death. If no such person is available, the person who is making the funeral arrangements may register. If you are unsure who will be permitted to register the death, please telephone the relevant registrar's office for advice.

Registration Procedure in different circumstances

1. An expected death at home or in a care home or community hospital.

A medical cause of death certificate needs to be prepared by a doctor from the practice with which the deceased is registered. The doctor needs to have seen the deceased within the last 14 days, and be aware of the cause of death before he or she can issue this certificate. If this is not the case, the doctor will have to discuss the death with the coroner. The coroner will then either give the doctor permission to issue the certificate, or will decide to investigate the death and hold a post mortem examination.

Once you know when the medical cause of death certificate will be available from the GP, you can make an appointment to register the death. This needs to be done by appointment, and at the registrar's office in the district that the death occurred.

2. Death of a hospital inpatient.

The larger hospitals in Nottingham, Derby and Mansfield have Bereavement Centres which arrange for the completion of the medical cause of death certificate, and a registrar in attendance at the hospital. Contact the Bereavement Centre at the hospital, who will arrange an appointment for you once the necessary paperwork is complete.

Hospital Bereavement Centre Contact Numbers

Queens Medical Centre **0115 970 9113**

Nottm City Hospital **0115 962 7720**

Hayward House **0115 962 7619**

Royal Derby Hospital **01332 785557**

Kingsmill Hospital **01623 422702**

Highbury Hospital **0115 977 0000**

extn 47825

3. Deaths reported to the Coroner.

Many deaths are discussed with the coroner's office, and result in the deceased's GP or hospital doctor being given permission to issue the necessary forms. In some cases, where the doctor does not know the cause of death, or the death was unexpected or is suspected to be related to the deceased's occupation, the coroner will decide to investigate, and may hold a post mortem examination.

If it is decided that the death was due to natural causes, the coroner will send a form directly to the registrar. The coroner's officer will advise you when this form is being sent, so that you can make an appointment at the appropriate registrar's office.

In some circumstances an investigation or inquest is necessary, and you cannot register the death until this is completed. Sometimes this can be some time after the funeral has occurred. In the meantime, the coroner will issue a form directly to ourselves to allow the funeral to take place, and Interim Death Certificates to the family, which can be used to inform banks etc. that the death has occurred.

Coroners Offices - Nottingham 0115 841 5553 Derby 01332 343225

4. Registering a death at a distance.

If a death has occurred a distance away, and it is not practical to travel to register the death, it is possible to register '**By Declaration.**' This involves going to a local registrar's office by appointment to give the required information. They then post the information to the registrars in the area where the death has occurred, who then post back the relevant documents. Please be aware that this method results in a delay of up to 7 days in receiving the documents necessary for the funeral.

Information required by the Registrar:

- Full name and home address of deceased
- Place and date of Birth of deceased
- Place and date of Death of deceased
- Occupation / Type of Industry of deceased
- Whether deceased was Married, and deceased's maiden name, if applicable
- Whether deceased was in receipt of Pensions paid from Government funds
- Informant's full name and address and relationship to deceased

Documents received from Registrar

1) Certificate for Burial or Cremation (Green)

This is the form which we require to allow the funeral to proceed. It has no other use. **Note: If death has been subject of a Coroner's enquiry and Cremation is required, the funeral director will obtain the equivalent of this certificate from the Coroner.**

2) Certificate for D.W.P. use (White)

This is sent to the D.W.P. to stop all state pensions and benefits, and assess any changes for the deceased's partner or dependants.

3) Copies of the Entry in the Register

Required by Banks, Insurance Companies, Solicitors etc to administer the deceased's estate. These have to be paid for - the current cost is £4 per copy.

Registration Districts

Nottinghamshire (except City of Nottingham) <i>Deaths which occur in Nottinghamshire (excluding those which occur within the City of Nottingham) can be registered at any of the Nottinghamshire Registration Offices –local offices are listed below. Please call the helpline number to make an appointment.</i>		Nottinghamshire Registration Helpline 0300 500 8080 Option 3
Eastwood	Eastwood Town Council Offices, 120 Nottingham Road, Eastwood, NG16 3NP	
Hucknall	Ashfield District Council offices, Watnall Road, Hucknall, NG15 7LA	
Beeston	The Library, Foster Avenue, Beeston NG9 1AE	
Stapleford	Stapleford Library, Church St, Stapleford NG9 8GA	
Carlton	Fairdale House, 47 Station Rd, Carlton, Nottm NG4 3AR	
West Bridgford	The Library, Bridgford Road, West Bridgford, NG2 6AT	
Mansfield	County House, Dale Close, 100 Chesterfield Rd Sth, Mansfield NG19 7AQ	
Sutton-in- Ashfield	The Library, Idlewells Precinct, Sutton-in-Ashfield NG17 1BP	

City of Nottingham Council House, Old Market Square Nottm NG1 4FP <i>Registration can also take place at QMC/Nottm City Hosp.</i>	0115 841 5554	Appointments Monday – Friday 9.00 – 4.30
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Derbyshire (except City of Derby) <i>Deaths which occur in Derbyshire (excluding those which occur within the City of Derby) can be registered at any of the Derbyshire Registration Offices –local offices are listed below.</i>		
Town Hall, Market Place, Ripley DE5 3BT – 01773 841381		
Town Hall, Wharncliffe Road, Ilkeston DE7 5RP – 01629 531382		
The Old Bakehouse, Town Hall, Derby Rd, Long Eaton NG10 1HU (Weds) - 01629 531382		
New Beetwell Street, Chesterfield S40 1QJ - 01246 271405		

City of Derby Royal Oak House, Market Place, Derby DE1 3AR <i>Registration can also take place at Royal Derby Hospital.</i>	01332 256526	Appointments Monday – Friday 9.30 – 4.30
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‘Tell Us Once’ Scheme

This is a government scheme which allows you to inform various government departments of a death at the time of registration. When you make your appointment to register you may be give the option to make an extended appointment for this purpose.