

for a copy of the certification and asked a few questions about your wishes and that of the deceased before they are removed, this is done with the utmost respect and dignity throughout.

Registering a Death:

The registration of death is the formal record of death which must be done within 5 days in England & Wales, you must have the Medical Certificate before registering the death. If an inquest or coroner report is required you cannot register it until the investigation is complete. This is done by the registrar of Births, Deaths and Marriages, you will need to make an appointment to register the death and can find the address of your nearest registry office either in the telephone directory or online, this should be the local registry office based on the location of where the death took place (we have included Newcastle and North Tyneside in the list contact information later in this pack).

A death should be registered by one of the following:

- A relative who was present at the death
- A relative who was present during the person's last illness
- A relative living in the district where the death took place
- Anyone else present at the death
- An owner/occupier of the building where the death took place

You will require the following information to register a death:

- The medical certificate issued by the doctor and cause of death
- The date and place of death
- The full name of the person and last known address
- The person's date and place of birth
- The person's occupation (or last known if retired)
- The full name, date of birth of a spouse/civil partner (if applicable)
- If the person was receiving a pension or any other social security benefit (if applicable)
- You will also need to take some form of identification for yourself when registering the death e.g. driving licence, bus pass, passport, bank card.

You will be asked to check the information carefully as it cannot be easily changed after it has been finalised, any amendments required later are chargeable. Once you have completed this process and it has been entered into the National Death Register a Death Certificate can then be issued. This is a legal document and is required when dealing with any money or the estate of the deceased including the will. Registering the death is free but you may need several copies of the certificate for which there will be a charge (currently £11 each). It is recommended that you get around 3-5 copies at the time of registration to deal with the initial formalities, this lets you deal with several organisations at the same time, instead of having to wait for your only copy to be returned before you can deal with the next one. Also, if further copies are required later they may be charged at a higher rate.