



CHRISTOPHERS' FAMILY FUNERALS

REGISTRATION GUIDE

WHEN DO I REGISTER A DEATH?

Normally, you should register the death of your loved one within 5 days unless the Coroner is investigating the circumstances surrounding the death.

WHO CAN REGISTER A DEATH?

It is preferable for a relative of the deceased to register the death. If a relative is not available then the following people can register the death:

- someone present at the death
- the occupier of the house where the death occurred or an administrator of the hospital
- the person making the arrangements with the funeral directors.

HOW DO I REGISTER A DEATH?

Due to the new emergency legislation now in force, Coronavirus (Emergency) Act 2020, the procedure for registering a death has been temporarily changed.

DEVON COUNTY COUNCIL (FOR TEIGNBRIDGE, TOTNES & EXETER)

- . There is no need for you to call to make an appointment. The registration service will contact you once provided with your details and the Medical Cause of Death by the doctor or hospital involved.
- . Death registrations will now be conducted by telephone.
- . The Certificate for Burial or Cremation (Green Form) will be emailed to us by the registration service (you may need to give them our email address).
- . You will be able to order & pay for death certificates over the phone.

TORBAY

- . You can book an appointment by calling their call centre on 01803 207130 or online: <https://booking.torbay.gov.uk/eCeremonyPlanner.Torbay.Live/DeathBookingProcess>
- . Death registrations will now be conducted by telephone.
- . The Certificate for Burial or Cremation (Green Form) will be emailed to us by the registration service (you may need to give them our email address).

PLYMOUTH

- . There is no need for you to call to make an appointment. The registration service will contact you once provided with your details and the Medical Cause of Death by the doctor or hospital involved.
- . Death registrations will now be conducted by telephone.
- . The Certificate for Burial or Cremation (Green Form) will be emailed to us by the registration service (you may need to give them our email address).
- . You will be able to order & pay for death certificates over the phone.

WHAT INFORMATION DO I NEED TO HAVE AT HAND?

The registrar will need to know the following about your loved one:

- . Date and place of the death.
- . The address of your loved one.
- . Their full names (including the maiden name of a married woman). Any former married names or other names by which the deceased was known can also be recorded.
- . Where and when they were born (the town or county is sufficient if the exact address is not known). Only the country of origin is required for people born outside the United Kingdom. The country is recorded according to its current name if this is different from how it was known at the date of birth.
- . Their occupation
- . Details of their wife or husband or civil partner.
- . Whether they had any government pension or other benefits.

WHAT DOCUMENTS DO I NEED?

- . NHS card (also called the medical card)
- . Birth certificate
- . Driving licence
- . Council tax bill
- . Marriage or civil partnership certificate (if applicable)
- . If possible, the National Insurance number of the deceased and the number of a surviving spouse or civil partner.
- . Passport
- . Proof of address (e.g. utility bill)

DEATH CERTIFICATES

Death certificates may be purchased from the registrar on the day of registration at a cost of £11.00 each. It is likely that you will need certificates when it comes to sorting out your loved one's affairs, so it is a good idea to work out how many copies you are likely to need before you register.

Call us if you need any help:

01626 355242

Email:

info@christophersfunerals.co.uk

Further guidance can also be found here:

<https://new.devon.gov.uk/registrator-service/guide/register-a-death/part-1-how-to-register-a-death>