

What to do after a Death

A practical guide in Gloucestershire

We would like to extend our sincere condolences for your loss. This leaflet will help guide you through some practical things that need to be done after someone has died. It can be a difficult time for you, but there are people and information to help guide you.

Do not be afraid to ask for help if you need it.

What needs to happen now?

A Doctor will arrange a medical certificate for you as long as the death has not been referred to the Coroner. The Doctor and funeral director will need to know if there is a preference for a burial or cremation. Then you will need to register the death which is a legal obligation.

How do I register a death within Gloucestershire?

You need to make an appointment to meet with a registrar to register the death. Registration is by pre-booked appointments only. This can be done on-line (via a computer) OR by phoning one number.

To make an appointment with the Registrar to register the death:

<http://www.gloucestershire.gov.uk/births-marriages-deaths-and-civil-partnerships/register-a-death/>

OR by Phone

Please book an appointment on this one-stop telephone number

01452 425060 – Choose Option 1

Who can register a death?

This can be done by a relative. If no relative is available, then it is sometimes possible for someone else to do it. This could be someone who was present at the death, for example, a senior member of staff from the establishment in which the death occurred or the

person making the funeral arrangements but not the funeral director. If you are not sure whether you can register the death, call the register office before coming to register the death.

Where do I register the death?

A death should be registered within 5 days and in the county in which death occurred. Gloucestershire has seven offices Cheltenham, Gloucester, Cinderford, Stroud, Cirencester, Tewkesbury and Moreton in Marsh. You can register the death at any of these offices, but must ensure that you do so within the 5 day, legal timescale. If for any reason you are unable to register the death in the county in which it occurred, i.e. Gloucestershire, then you are welcome to book with another registration district. They will take all of the details from you and pass them to Gloucestershire to ensure registration is completed.

Please visit this website for address details and opening hours.

<http://www.gloucestershire.gov.uk/births-marriages-deaths-and-civil-partnerships/registration-offices/>

When should I register the death?

A death is legally required to be registered within 5 days. If for any reason there are difficulties with this, the registrar will discuss this with you.

What happens at the appointment?

You will meet the registrar in private where you will be asked about the person who has died.

You will need to know the following information about the deceased person:

- The date and place of death
- The full name and maiden name if the person was a married woman and known by any other names.
- Date and place of birth
- Occupation and, if the deceased was a woman, the full name and occupation of her husband
- If they were married, the date of birth of the surviving widow or widower

You will be asked to check all the details once they have been recorded. As this is a legal document, please read it and check it carefully.

What do I need to take to the Appointment with the Registrar?

It would be useful to bring these supporting documents for the deceased person

- Birth Certificate
- Passport
- Driving Licence
- Proof of Address (utility bill)
- Marriage/Civil Partnership certificates
- NHS medical card
- Deed Poll – if the person has changed their name by marriage.

Supporting Documents for the Informant (the person registering the death will need to prove her or his identity to the Registrar) please bring as many of the following that you have:

- Passport
- Driving Licence
- Proof of Address (utility bill)

Certificates

After the death has been registered, the registration officer will issue you with the following forms:

1. **Certificate for Burial or Cremation** (green form)
This Certificate should given to the funeral director to enable the funeral to take place
2. **Death Certificate**

You may also need to purchase a number of death certificates. A death certificate is a certified copy of the entry in the register of deaths. It is subject to crown copyright and so cannot be photocopied. The registration officer will help advise you on how many you may need to purchase.

As death certificates may be required by solicitors and financial organisations or for pensions and insurance claims, you may wish to purchase more copies at the time of registration. Certificates issued at the time of registering the death will cost £4.00 each. Please bring the correct money with you to your appointment.

You can also **order copies of a death certificate online** after the death has been registered at a charge

of £10.00 plus an additional £2.00 handling and admin fee

The registration officer will provide you with an information leaflet advising you of how to stop unwanted junk mail arriving at the deceased's property.

Tell us once service

Tell Us Once is a service that lets you report a death to most government organisations in one go.

When you **register the death** the registrar will:

- let you know if the service is available in your area
- give you the phone number
- give you a unique reference number to use the Tell Us Once service online or by phone

Before you use Tell Us Once

You'll need the following details of the person who died:

- Date of birth
- National Insurance number
- Driving licence number
- Vehicle registration number
- Passport number

You'll also need:

- details of any benefits or entitlements they were getting, for example State Pension
- details of any local council services they were getting, for example Blue Badge

- the name and address of their next of kin
- the name and address of any surviving spouse or civil partner
- the name, address and contact details of the person or company dealing with their estate (property, belongings and money), known as their 'executor' or 'administrator'
- details of any public sector or armed forces pension schemes they were getting or paying in to

You need permission from the next of kin, the executor, the administrator or anyone who was claiming joint benefits or entitlements with the person who died, before you give their details.

Organisations Tell Us Once will contact

Tell Us Once will notify:

- HM Revenue and Customs (HMRC) – to deal with personal tax (you need to contact HMRC separately for business taxes, like VAT)
- Department for Work and Pensions (DWP) – to cancel benefits, for example Income Support
- Passport Office – to cancel a British passport
- Driver and Vehicle Licensing Agency (DVLA) – to cancel a driving licence and to remove the person as the keeper for up to 5 vehicles
- the local council – to cancel Housing Benefit, Council Tax Benefit, a Blue Badge, inform council housing services and remove the person from the electoral register

- public sector or armed forces pension schemes – to stop pension payments

At the end of the appointment you will be given an opportunity to register for the Tell Us Once service offered by the Department for Work & Pensions (DWP). You will be given a unique reference number which can be used to complete the Tell Us Once Part II which can be accessed online or by telephone.

Copy certificates, appointment bookings and information on all services offered by Gloucestershire Registration Service can be found on website;- **www.gloucestershire.gov.uk/registration**

Useful Contacts:

For further advice please contact **Patient Advice and Liaison Service**, Gloucestershire Clinical Commissioning Group.

FREEPOST RRYY-KSGT-AGBR

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