

STOKE-ON-TRENT

[Register a death](#) | [Register a death](#) | [Stoke-on-Trent](#)

ALL deaths that occur in Stoke on Trent must be registered face to face with a Registrar at our new Register Office, Civic Centre, Glebe Street, Stoke, ST4 1HH/

- A maximum of 2 people will be permitted at each appointment
- On arrival at the Civic Centre entrance, please follow the signage to the new separate entrance on the corner of Glebe Street and Copeland Street.
- Please be aware that the **Register Office in Hanley Town Hall is now permanently CLOSED**

Please do not make an appointment to register a death until the Hospital or GP Surgery has advised you that they have already emailed the medical certificate to the Registrar.

They will also provide you with the medical certificate reference number which you will need to supply when booking your appointment

ALL deaths must be **registered within five days** unless the Registrar says this period may be extended. A death must be registered by a relative or someone present at the death.

If a coroner has been involved it may be necessary to wait for the coroner to issue documents to the Registrar before an appointment can be made.

For an appointment to register a death please book either:

- Online - click the link at the bottom of the page to book your appointment
- or call 01782 235260

Certificates **MUST** be ordered and paid for when booking your appointment. **Certificates cannot be purchased during your appointment.** Further certificates can be purchased after registration. **Certificates are £11 each.**

At your appointment, the Registrar will provide you with a 'green form' for you to pass onto the funeral director.

The pre-paid death certificate(s) will be given to you at the appointment.

The death should be registered in the district where it happened. If the death happened in Stoke-on-Trent, you can make an appointment to register with a registrar at Stoke-on-Trent Registration Service.

Douglas Macmillan Hospice is located in Staffordshire registration district **not** Stoke-on-Trent. Deaths at the hospice can be registered and a certificate purchased at the same time by contacting [Staffordshire registration service](#) for an appointment.