

# Register a Death – Staffordshire

[Register a death - Staffordshire County Council](#)

## Who can register a death?

The death can be registered by the person [sorting out the funeral](#), which can be:

- a relative
- someone present at the death
- a senior official of the nursing/residential home/hospital where the death took place

Most deaths are registered by a relative. The registrar normally only allows one of the other people to register the death if there are no relatives available.

## When and where must a death be registered?

Within 5 days, or 7 days if a [coroner is investigating the death](#). The death must be registered in the district where it happened.

If you can't get to the required office, you can [visit your local office](#) and declare. This is known as registration by declaration, which means there can be a delay of up to a week for documents needed for funeral arrangements.

## When can I book a registration appointment?

[Book online](#) or call us on [0300 111 8001](#).

## What documents will I need when registering a death?

You must take the medical certificate of the cause of death, signed by a doctor unless the coroner is issuing the paperwork.

The below are not essential, however if you have them please also bring the deceased's:

- Birth Certificate

- Marriage or civil partnership certificate
- NHS Medical Card

## **What information will I need to give the registrar about the deceased?**

You will need to give the following information to the registrar:

- The date and place of death
- Their full name and any other names they are known by, or have been known by, including their maiden name
- Their date and place of birth
- Their last occupation
- If the deceased is married, widowed or has a formal civil partnership, the full name and occupation of their spouse or civil partner
- The date of birth of a surviving spouse or civil partner
- Details of any public sector pension, e.g. civil service, teacher or armed forces.

## **What do I need to tell the registrar about myself?**

You will need to supply the following information about yourself:

- your relationship to the deceased for example, son, daughter, widow, widower etc.
- your full name
- your usual address

## **What documents will I get from the registrar?**

After the information has been recorded into the register the registrar will issue the necessary forms and certificates.

If a post-mortem is not being held, the registrar will give you:

- A certificate for Burial or Cremation ('Green Form') allowing for the body to be buried or for a cremation application to be made. If the deceased

is to be buried or cremated outside of England or Wales the coroner will issue the necessary forms,

- a certificate of Registration of Death (Form BD8) issued for the Benefits Agency.

You can buy one or more death certificates when attending the death registration. Certificates are £11.

These are certified copies of the original register entry and will be needed by the executor or administrator when [sorting out the deceased persons affairs](#).

Anything that has to be closed down or claimed will need a certificate.

## **How do I register a Muslim death?**

A service is available for families who need to register a death urgently as their culture or religion require them to bury a deceased relative the day following the death.

Any relative of the deceased who requires this service can use it if they have been issued with a Medical Certificate of Cause of Death by a certifying doctor. Please be aware the death must have occurred in Staffordshire.

To contact the Emergency Bereavement Service call [07815 827793](tel:07815827793) between the hours of 9am and 5pm on Saturdays, Sundays or on bank holidays.