

## **KINGSTON BEREAVEMENT SERVICES**

### **REGISTERING A DEATH GUIDANCE**

#### **When a Death Should be Registered**

You must register a death within five days unless a coroner is conducting an investigation into the circumstances.

#### **Where the Death Should be Registered**

A death must be registered in the registration district it occurred. In Kingston, this should be at:  
The Kingston Register Office  
35 Coombe Road  
Kingston upon Thames  
Surrey  
KT2 7BA

If it will be difficult for you to travel to the correct register office to register the death, you can go to a registrar in a more convenient place in England or Wales if you prefer. They will note the information needed to register the death and will send the details to the registrar in the correct district for you. Before taking any action or taking any information from you, the registrar must see the death certificate issued by the doctor or by a coroner if there has been a post mortem. If there are any problems, the registrar may not be able to take the information straight away.

If you see a registrar outside the area where your relative died, he or she will not register the death. He will not be able to give you the certificate for the funeral director nor any other certificates. These will be posted to you a few days later by the registrar in the district where your relative died. This may cause delays for you in organising the funeral.

#### **Who Should be Notified**

Before you go to a register office outside the area where the death took place, it would be a good idea to tell the following people:

- The funeral director who is arranging the burial or cremation
- The registrar for the district where the death took place, who will have to register the death

#### **Appointments**

The Kingston Register Office operates thirty minute appointments between 09:00. – 12:00 and 13:00. – 15:30HRS. For an appointment please ring **020 8547 6196**. Elsewhere, check with the office concerned.

#### **Who May Register a Death**

People who can legally register a death include (listed in order of preference):

1. A relative present at the death.
2. A relative present during the last illness.
3. A relative living in the registration district.
4. A person present at the death.
5. The occupier of the premises, if aware of the death happening.
6. The person arranging the funeral (not the undertaker).

Others may be qualified in specific circumstances. Please consult a registrar for details.

## **Meeting with the Registrar**

When you register a death you will be seen in private and asked questions about the person who has died. The registrar will write the details in the register of deaths and also will enter them on to a computer. You will be asked to check the information entered in the register carefully and to sign that it is correct.

## **Information Required for Registration**

You will be asked for the following information:

- The date and place of death
- The full forenames and surname of the person who has died
- The maiden surname, if applicable
- The date and place of birth of the person who has died
- The occupation and address of the person who has died
- If the person who has died was a married woman or a widow, the full names and occupation of her husband
- Your name and address
- If the person who has died was still married, the date of birth of their widow or widower

## **Documents to Take With You**

You will be asked for a medical certificate of the cause of death from the doctor and/or notification from the coroner. You will also find it useful to have the deceased's birth certificate with you. If available, information on any pension or allowance received by the deceased from public funds should be given to the registrar. The NHS medical card for the person who has died should be given to the registrar if possible.

## **Documents Given**

The registrar will give you an authority which allows you to make arrangements for the burial or cremation. You will also receive a certificate for social security purposes. If the death has been referred to a coroner, different procedures may apply.

Certified Copies of the Death Entry (Death Certificate)

These are often needed when dealing with the estate of the person who has died. They may be purchased from the registrar. You may need certified copies for the following purposes, among others:

- Probate or letters of administration
- Bank and building society accounts
- Life insurance policies covering the deceased
- Dealing with stocks and shares owned by the deceased
- Applying for a tax rebate

## **Cost**

Registration of a death, including the document to enable you to arrange the burial or cremation and the certificate for Social Security is free of charge. If, however, you want certified copies of the register entry, a fee is payable. Fees are set by parliament and reviewed regularly. Any register office can tell you the current fees.