

## What certificates will be issued?

- Certificate for burial or cremation that should be passed to the Funeral Director to allow the funeral to take place.
- Certificate for applicable Social Security benefits.
- Death certificate(s) may be purchased if required (£3.50 each)

## When a body is to be taken out of England and Wales.

If a body is to be taken out of England and Wales, notice must be given to the Coroner for the area where the body is lying.

A form of notice (form 104) may be obtained from a Registrar or a Coroner. The Coroner will acknowledge receipt of the notice and say when the removal of the body may take place. This will normally be after four clear days from when the Coroner received the notice.

## Where can I get further advice?

If, after reading this leaflet, you have further questions or need more advice, please do not hesitate to contact us at our office where we will be pleased to help you.

## How to contact the registrar.

The Registrar operates an appointment system so you will need to telephone to make an appointment. Alternatively, you may write or call in to make your appointment.

The Registration District of Coventry  
The Register Office  
Cheylesmore Manor House  
Manor house Drive  
Coventry  
CV1 2ND

Telephone 024 7683 3129

## Making the Funeral Arrangements

If you wish to gain advice regarding the Funeral arrangements, you may do so before the registration takes place. Our office offers a 24 hour service; the number can be found on the front of this leaflet

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*Traditional Values  
Modern Approach  
Registering a Death.*

## Where and when to register a death

When someone dies, the doctor who was treating the deceased will issue a medical certificate of cause of death to the relatives. The person who will be registering the death must take this certificate to the Registrar's Office.

Every death in England or Wales must be registered in the district in which it takes place within 5 days of the date of death. The person registering the death gives information for the registration to the registrar. **Due to space restrictions, only one other person will be able to accompany the informant into the Registrar's Office, unless it is essential to do so.**

If it is inconvenient for the person registering the death to go to the district where the death took place, the information for the registration may be given to the Registrar in another district by declaration. Please contact the appropriate Register Office if you need to follow this route. If the declaration procedure is used it will take longer for the document allowing the funeral to proceed to be issued.

## Who can register a death?

The people who can register a death are as follows;

- A relative of the deceased, related by blood, marriage or civil partnership.
- Someone present at the death.
- The occupier of the house or hospital if he or she knew of the death.
- The person arranging the funeral.

The Registrar would normally allow one of the other listed persons to register the death only if there were no relatives available.

## Which deaths need to be reported to the coroner?

A small number of deaths have to be reported to the Coroner before they can be registered. They are:

- Where there is no doctor who can issue a medical certificate of cause of death.
- Where the deceased was not seen by the doctor issuing the medical certificate after death nor within 14 days before death, or where the cause of death is unknown, or
- Where the cause of death is believed to be unnatural or suspicious, or
- Where the death occurred during an operation or before recovery from an anaesthetic, or
- Where the death is due to an industrial disease or industrial poisoning.

Once the death has been reported to the Coroner, the Registrar must wait until the Coroner has decided whether any further investigation into the death is necessary, before the registration can proceed.

## Information to be supplied for the registration of a death.

- Date and place of death.
- Name and surname of the deceased
- Maiden surname, if the deceased was a woman who had married
- Date and place of birth
- Occupation
- Name and occupation of spouse where the deceased was married
- Usual address
- Whether the deceased was in receipt of a pension or allowance from public funds
- If the deceased was either married or a civil partner, the date of birth of the surviving partner will be required

The deceased's medical card, if available, should also be given to the Registrar.

**It is important that the information entered into the register is correct. Mistakes discovered after leaving the office, can be very time-consuming for you to have altered.**

**You should check the details VERY CAREFULLY in the death register before you sign.**

If English is not the first language of the relative or other person registering the death and assistance is needed, it would be helpful for someone else to accompany him or her to the Registrar's Office and act as an interpreter. However, the relative or the person must register the death personally, as a helper cannot register instead of them.