



REGISTRATION OF A DEATH

This document provides the information necessary to register a death in the majority of circumstances.

On certain occasions, e.g. if the death occurred abroad, this information will not apply. In this instance, your funeral director will explain the procedure to be followed.

Please do not hesitate to ask if you are unsure how to proceed with Registration. We will be pleased to explain the procedure to you.

GILLOTT'S FUNERAL DIRECTORS

154 Nottingham Rd, Eastwood NG16 3GG, Tel: 01773 713484

The Old Church, Main St, Kimberley NG16 2LL, Tel: 0115 795 2000

1a Abbott Street, Heanor DE75 7QD, Tel: 01773 713921

136 Derby Road, Stapleford NG9 7AY, Tel: 0115 949 1534

133 Nottingham Road, Selston NG16 6BT, Tel: 01773 306909

www.gillotts.co.uk



Who should Register a Death?

Wherever possible, a close relative should register a death. If no relative is available, then someone who was present at the death is able to register the death. If no such person is available, the person who is making the funeral arrangements may register. If you are unsure who will be permitted to register the death, please check with the registrar when you make your appointment.

Registration Procedure in different circumstances

1. An expected death at home or in a care home or community hospital.

Procedure from Monday 9th September 2024: a Medical Cause of Death Certificate (MCCD) will be prepared by a registered medical practitioner who has attended to the deceased in their lifetime after the details have been independently scrutinised and agreed by the Medical Examiner, who will speak to the next of kin as part of their procedures.

The completed MCCD will be emailed to the registrars along with your contact details, and the registrar will then contact you to make an appointment for you to register within 5 days wherever possible. We recommend that you contact the surgery to make sure they have the correct contact details for you and to confirm that the matter is in hand.

In certain circumstances such as a recent fall or medical procedure, the doctor will have to refer the death to the coroner. The coroner will then open an investigation to determine if they can give the doctor permission to issue the MCCD based on the information provided or if further investigations are necessary, which may involve a post mortem examination.

2. Death of a hospital inpatient.

The larger hospitals in Nottingham, Derby and Mansfield have Bereavement Centres which arrange for the completion of the Medical Cause of Death Certificate, in conjunction with the Medical Examiner. Contact the Bereavement Centre at the hospital, who will either arrange a registration appointment for you once the necessary paperwork is complete or inform you when the certificate has been sent to the registrars so you can make an appointment.

Hospital Bereavement Centre Contact Numbers

Queens Medical Centre **0115 970 9113**

Nottm City Hospital **0115 962 7720**

Royal Derby Hospital **01332 785557**

Kingsmill Hospital **01623 422702**

3. Deaths reported to the Coroner.

Many deaths are discussed with the coroner's office, and result in the deceased's GP or hospital doctor being given permission to issue the necessary forms. In some cases, where the doctor does not know the cause of death, or the death was unexpected or is suspected to be related to the deceased's occupation, the coroner will decide to investigate, and may hold a post mortem examination.

If it is decided that the death was due to natural causes and no further tests are required, the coroner will send a form directly to the registrar. The coroner's officer will advise you when this form is being sent to the registrar and if you need to contact them to make an appointment or whether they will contact you.

In some circumstances an investigation and/or inquest may be necessary, or the Coroner may need to wait for test results. This means that you will not be able to register the death until this process is completed, which will be after the funeral has occurred. In the meantime, the coroner will issue a form directly to ourselves to allow the funeral to take place, and send Interim Death Certificates to the family, which can be used to inform banks etc. that the death has occurred.

Coroners Offices - Nottingham 0115 841 5553

Derby 01629 535050

Chesterfield 01629 533405

4. Registering a death at a distance.

If a death has occurred a distance away, and it is not practical to travel to register the death, it is possible to register '**By Declaration.**' This involves going to a local registrar's office by appointment to give the required information. They then email the information to the registrars in the area where the death has occurred, who then post back the relevant documents. Please be aware that this method could result in a delay in receiving the documents necessary for the funeral.

Information required by the Registrar:

- Full name and home address of deceased
- Place and date of Birth of deceased
- Place and date of Death of deceased
- Occupation / Type of Industry of deceased
- Whether deceased was Married, and deceased's maiden name, if applicable
- Whether deceased was in receipt of Pensions paid from Government funds
- Informant's full name and address and relationship to deceased

It is not necessary to take Birth or Marriage certificates with you, but you may wish to do so if they are available to ensure that the information you give is correct.

Documents received from Registrar

1) Certificate for Burial or Cremation (Green)

This is the form which we require to allow the funeral to proceed. It has no other use. **Note: If the Coroner has investigated an alternative form may be issued to ourselves.**

2) Certificate for D.W.P. use (White)

This is sent to the D.W.P. to stop all state pensions and benefits and assess any changes for the deceased's partner or dependants.

3) Copies of the Entry (commonly referred to as the Death Certificate)

Required by Banks, Insurance Companies, Solicitors etc to administer the deceased's estate. These cost £12.50 per copy (correct as of 28.05.24).

4) Tell us Once Reference Number

This reference number can be used online or over the telephone to inform various government departments of the death.

Registration Districts

Nottinghamshire (except City of Nottingham)

Deaths in Nottinghamshire (excluding the City of Nottingham) can be registered at any of the Nottinghamshire Registration Offices –local offices are listed below. Upon receipt of the MCCD from the GP the Registrar will contact the next of kin

Eastwood	Eastwood Town Council Offices, 120 Nottingham Road, Eastwood, NG16 3NP
Hucknall	Ashfield District Council Offices, Watnall Road, Hucknall, NG15 7LA
Beeston	The Library, Foster Avenue, Beeston NG9 1AE
West Bridgford	Bridgford Hall, Bridgford Road, West Bridgford, NG2 6AT
Mansfield	County House, 100 Chesterfield Rd South, Mansfield NG19 7DN
Sutton-in-Ashfield	The Library, Idlewells Precinct, Sutton-in-Ashfield NG17 1BP
Arnold	Arnot Hill House, Arnot Hill Park, Arnold, NG5 6LU

City of Nottingham

Council House, Old Market Square Nottm NG1 4FP

**0115
841 5554**

Appointments
Monday – Friday
9.00 – 4.30

Derbyshire (except City of Derby)

Deaths which occur in Derbyshire (excluding those which occur within the City of Derby) can be registered at any of the Derbyshire Registration Offices –local offices are listed below.

Town Hall, Market Place, Ripley DE5 3BT – **01629 532609**

Town Hall, Wharncliffe Road, Ilkeston DE7 5RP – **01629 531382**

Town Hall, Chesterfield S40 1LP – **01629 533110 or 01629 533111**

City of Derby

The Council House, Corporation St, Derby DE1 2FS

**01332
641680**

Appointments
Monday – Friday
9.30 – 4.30