

## The Documents you will receive from the Registrar

After the information has been recorded into the death register, the Registrar will issue the necessary forms and certificates:

- Certificate of Death (form BD8)
- A certificate for burial or cremation (called the green form / form 9) giving permission for the body to be buried or for an application for cremation to be made
- If the deceased is to be buried or cremated outside of England or Wales the Coroner will issue the necessary forms

If you require more than one copy you will have the opportunity to purchase more copies of the entry in the death register which you may need if you are dealing with the affairs of the deceased.

## Documents you will need to give to the Funeral Director

### If the deceased is to be buried:

- The green form (form 9) from the Registrars office

If the Coroner has been involved they will issue an order for burial direct to the Funeral Director

### If the deceased is to be cremated:

- Application for cremation (form A) signed by the next of kin or executor obtained from the Funeral Director or crematorium
- Medical forms B and C completed by the doctors who dealt with the deceased ( this will go directly to the funeral director from the GP surgery)
- Green certificate of cremation (form 9) from the Registrars Office

## Contact Us

### Bromleag Care Practice

14 The Crescent

Beckenham

BR3 1DU

Tel No: 0203 930 0270

Out of Hours: 111

### Practice Website:

[www.bromleagcarepractice.co.uk](http://www.bromleagcarepractice.co.uk)

### Enquiries E-Mail Details:

[Broccg.bromleagcarepractice@nhs.net](mailto:Broccg.bromleagcarepractice@nhs.net)

## Opening Hours

Monday:	08:00 – 18:30
Tuesday:	08:00 – 18:30
Wednesday:	08:00 – 18:30
Thursday:	08:00 – 18:30
Friday:	08:00 – 18:30



## Bromleag Care Practice: Bereavement Guide



# What to do when someone dies



When someone dies you will need to inform a number of people & organisations and complete certain documents required by law.

## Obtaining a Medical Certificate of Cause of Death

If the death occurs in a nursing home the Medical Certificate of Cause of Death document is obtained from the GP who has been caring for the deceased person (If the deceased is an in patient in hospital at the time of their death this will be completed by the doctor caring for them in hospital).

The Medical Certificate of Cause of Death will be emailed to the registrars office. We will telephone the next of kin to advise them this has been done.

## When the Coroner is involved

The law requires that patients who die in the community (and this includes nursing homes) must have been seen by the doctor signing the Medical Certificate of Cause of Death in the two weeks preceding their death. Where this has not occurred the death is reported to the Coroner who will decide if the death can be certified immediately or further information or investigation is required. Once the coroner is satisfied the Medical Cause of Death Certificate can be issued.

The role of the Coroner is to establish the identity of the deceased and the date, place and medical cause where this cannot be undertaken by the usual doctor.

This process can cause a slight delay in issuing the Medical Certificate of Cause of Death. We understand how upsetting any delay can be and we will do our best to ensure this process happens as quickly as possible.

# How to register a death



A death must be registered in the district in which it occurred within 5 days from when it occurred. This period may be extended in exceptional circumstances and when the Coroner is involved.

The local Registrar is situated at Bromley Civic Centre, Stockwell Close, Bromley. BR1 3UH

To make an appointment call 0300 303 8667 or book online [www.bromley.gov.uk](http://www.bromley.gov.uk)

You can only register a death once you have the Medical Certificate for Cause of Death from the doctor or, in the case of a death being reported to the Coroner, confirmation from the Coroners Office that the relevant paperwork has been issued to the Registrars Office.

If you are unable to get to the appropriate registration office, you may visit your local office and declare the necessary information which will then be sent to the office for the district in which the death occurred. Please contact the District Office in this instance to inform them in case this causes a delay.

## The death can only be registered by one of the following:

- A relative (e.g. by blood, marriage or civil partnership)
- Someone present at the death
- The occupier of the nursing home/residential home/official form the hospital where the death took place
- The person making the arrangements with the Funeral Directors
- The person in charge of the body

# Documents required to register a death

Medical Certificate of the Cause of Death signed by a doctor unless the Coroner is issuing the paperwork. The death cannot be registered without this document.

Information required by the Registrar to register the death:

- 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 if relevant
- Their place and date of birth
- Their usual address
- Their last known paid occupation
- If they were married or in a civil partnership and the full name and occupation of the spouse or civil partner and their usual address
- The date of birth of the surviving spouse or civil partner
- Details of any public sector pension e.g. Civil Service, teacher or armed forces

The following documents would be helpful in ensuring accuracy of information given to the registrar; passport, driving license, utility bill, birth and marriage certificate, medical card

## What information will the registrar need from you as the person registering the death:

- Your name and your relationship to the deceased and your full address
- Whether you were present at the death
- Please take proof of your ID and address such as a passport or driving license and a utility bill with you

