



WHAT TO DO ON A DEATH

Death in Hospital

The hospital staff will contact the person named as next of kin.

The body will be kept in the hospital mortuary until the Executor or someone acting on their behalf arranges for it to be taken away.

The hospital staff will arrange for the nearest relative to collect the deceased's possessions.

Death Elsewhere:-

a) Expected Death

The doctor who attended the deceased in their final illness will certify the cause of death and will give:-

1. Medical Certificate showing cause of death. This is free of charge and will be in a sealed envelope addressed to the registrar.
2. A Formal Notice. The doctor has signed the Medical Certificate and tells you how to get the death registered. Arrangements for the funeral may be made by a Funeral Director.

b) Unexpected Death

If you discover a body, the death is sudden or unexpected, contact:-

- i) the family doctor if known
- ii) the deceased's nearest relatives
- iii) the deceased's minister of religion
- iv) the police

Cause of Death

If the cause death is quite clear the doctor will give you a Medical Certificate and a Formal Notice that the Medical Certificate has been signed. If not there will be a post mortem and the Coroner will issue the Medical Certificate.

The death must be registered by the Registrar of Births, Marriages and Deaths in the same district in which it occurred within five days of death. Make an appointment to see the registrar and take with you:-

- the medical certificate of the cause of death
- the deceased's medical card if possible
- the deceased's birth, marriage or civil partnership certificate if available
- you should be able to tell the registrar the date and place of death, the deceased's last usual address, the deceased's first name and surname and maiden name where appropriate
- the deceased's date and place of birth, town and county if born in the UK and country if born abroad
- the deceased's occupation and the name and occupation of their spouse or civil partner
- whether the deceased was getting a pension or allowance from public funds
- if the deceased was married, or had formed a civil partnership the date of birth of the surviving widow, widower or surviving civil partner

The registrar will give you a certificate for burial or cremation known as the green form, a certificate for cremation, form 'E' these give permission for the body to be buried or for an application for a cremation to be made. It should be handed to the Funeral Director so the funeral can take place. A certificate of registration of death (form DD8) this is for social security purposes only. Read the information on the back of the certificate. If any of it applies, fill in the certificate and hand it in to your Job Centre, Job Centre Plus or Social Security Office.

The Death Certificate

The death certificate is a certified copy of an entry in the death register. The registrar is can let you have a death certificate if you want one but you will have to pay a fee. You will need a death certificate for the Will and for any pension claims, insurance policies, savings certificates, bank accounts or premium bonds. You may wish to ask for several copies of the death certificate straight away as the price increases if you need one later.

Arranging the funeral

Firstly find out if there is a Will as this may give requests about funeral arrangements. Ensure that you have a certificate for burial or cremation and the death certificate and check whether there are sufficient funds for the funeral.

The funeral director will need the certificate for burial or cremation (green form) or a certificate for cremation.

Discuss with the funeral director the sort of ceremony you require and whether or not you want flowers or donations to a named charity.

Cremation

Five forms from the funeral director or crematorium have to be completed. An application form signed by the next of kin, two cremation certificates, each signed by a different doctor, form 'F' signed by the medical referee at the crematorium and a certificate for burial or cremation issued by the registrar.

Paying for the funeral

Check whether the deceased has contributed to a scheme to pay for the funeral, the deceased was in receipt of income support, income based job seekers allowance, and then you may be able to get help from a social fund for the payment of the funeral. The bank account of the deceased will have been frozen unless it was a joint account. If it was a joint account it may be possible to pay for the funeral from the joint account.

Your Solicitor will be able to help with the following if there is a Will:-
Contact the Executor to enable them to start obtaining Probate.

If there is no Will:-
Make an application for letters of administration.

The initial information that you will require:-

Organ Donor Card
National Insurance Number
National Health Service Number
Tax Reference Number
Bank or Building Society Account Numbers

After registering the death contact:-

Relatives/friends
Employer
School
Solicitor/Accountant/Stockbroker
Tax Office
Local Authority
Bank
Building Society

Insurance Company
Mortgage Lenders
Utility Companies
All companies to which the deceased had subscriptions
Creditors
Debtors
Social Groups

If you require any further assistance please do not hesitate to ask a member of staff who will be happy to help.

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