

A Useful Guide
for the Recently Bereaved.

We are here for you





We're here to help

When a death occurs, the feeling of shock, confusion and upset can be overwhelming. This booklet has been created with the aim of answering some of the questions you may have and also explains what to do next.



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Your First Steps

Your chosen funeral director can do most things on your behalf, however, the one thing they cannot do, is register the death.

The first steps you must take as the next of kin/executor or the person dealing with the funeral arrangements is to contact the deceased's own GP doctor.

The General Practitioner will, if the death was expected, provide what is called the Medical Certificate of Cause of Death, which will need to be collected from the surgery.

Once you have the certificate, you will need to contact the Registration Office to arrange an appointment to register the death.

In some circumstances, the death may need to be discussed with the Coroner. When this happens, the next of kin/executor or the person dealing with the funeral arrangements will probably receive a phone call from the Coroner's office, before the certificate is made available from the GP surgery.

Registering the Death

Once you have collected the Medical Certificate of Cause of Death from the GP surgery you will need to contact the local Registrar of births, marriages and deaths to make an appointment to register the death.

You can find which Registrar's Office to use, based on the location of the death, by visiting-

<https://www.gov.uk/register-offices>

The Registrar will issue you with the Registrar's Certificate for Burial or Cremation. This form will be **green** in colour and is what you will need to give to the Funeral Director.

You will also be issued with a certified Copy of an Entry (commonly known as the Death Certificate).

Death certificates come at a cost per copy and so it is an idea to take enough cash with you on the day of registering, for the exact amount of copies you need, as the price for additional copies after this time, increases considerably per copy.

Registering the death will take about 30 minutes.

Who should Register the Death

A relative should register the death.

If a relative cannot register the death, you can do it if you:

Were there at the time of death

Are in charge of making the funeral arrangements

What you need to take

Take the medical certificate showing the cause of death (signed by a doctor) with you.

If available (but don't worry if not), also take the person's:

Birth Certificate

Council Tax Bill

Driving License

Marriage or Civil Partnership Certificate

NHS Medical Card

Passport

Proof of address

What the Registrar will ask

Full name of the Deceased at the time of death
Maiden Name
Previous names used (e.g. if a person was married more than once)
Date of birth
Place of birth
Usual/home address
Date of Death
Place of Death
Their Occupation
Full name, date of birth and occupation of a surviving or late spouse or civil partner
Whether they were getting a state pension or any other benefits

You should also take supporting documents to show your name and address, but you can register without this.

Tell Us Once service

Tell Us Once is a service that lets you report a death to most government organisations. When you register the death the registrar will:

Give you the phone number

Give you a unique reference number to use the Tell Us Once service online or by phone

Before you use Tell Us Once

You will need the following details of the person who has passed away:

Date of birth

National Insurance Number

Vehicle Registration Number

Passport Number

You'll Also Need

Details of any benefits or entitlements they were getting, e.g.

State Pension

Details of any local council services they were getting, e.g. Blue Badge

The name and address of their next of kin

The name and address of any surviving spouse or civil partner

The name, address and contact details of the person or company dealing with their estate (property, belongings and money), known as their 'executor' or 'administrator'

Details of any public sector or armed forces pension schemes they were getting or paying into

You will need permission from the next of kin, the executor, the administrator or anyone, who was claiming joint benefits or entitlements with the person who died, before you give their details.

Tell Us Once will contact the following organisations

HMRC-to deal with personal tax (you need to contact HMRC separately for business taxes, like VAT)

Department for Work and Pensions-to cancel benefits, e.g. Income Support

Passport Office- to cancel a British passport

DVLA-to cancel a license and remove the person as the keeper of up to 5 vehicles (contact DVLA separately if you keep or sell a vehicle)

The local council- to cancel housing Benefit, Council Tax Benefit, a Blue Badge, Inform council housing services and remove the person from the electoral register

Veterans UK-to cancel Armed Forces Compensation Scheme payments

Tell Us Once will also contact some public sector pension schemes so that they cancel future pension payments.

They'll notify:

My Civil Service Pension

NHS Pension Scheme

Armed Forces Pension Scheme

Pension schemes for NHS staff, teachers, police and fire-fighters in Scotland

Local authority pension schemes

In the case of Referral to the Coroners

There are many reasons why a Doctor may report the death to a Coroner, here are a few... If the:

Cause of death is unknown

Death was violent or unnatural

Death was sudden and unexplained

Person who has died was not visited by a medical practitioner during their final illness

Medical certificate is not available

Person who died was not seen by the doctor who signed the medical certificate within 14 days before the death or after they died

Death occurred during an operation or before the person came out of anaesthetic

Medical certificate suggests the death may have been caused by an industrial disease or industrial poisoning

The Coroner will look at the circumstances of the death and decide what happens next. This may take some time. The Coroner's office will contact you directly to advise of the next steps.

The Coroner may decide that the cause of death is clear.

In this case:

- 1.** The GP will sign the medical certificate
- 2.** You will take the medical certificate to the registrar
- 3.** The Coroner will issue a certificate to the registrar stating a post-mortem is not needed

The staff in the Coroner's office are there to answer any questions you may have. They should contact you directly within two working days of a report being sent to them, however, if you have not heard from them, then it is advisable to contact them directly.

HM Coroner for Nottinghamshire

The Council House
Old Market Square
Nottingham
NG1 2DT
0115 8415553

HM Coroner for Derbyshire

St Katherine's House
St Mary's Wharf
Mansfield Road
Derby
DE1 3TQ
01332 343225

Post Mortem Examinations

The Coroner may decide a post-mortem is needed to find out how the person died. This can be done at a hospital mortuary. You cannot object to a Coroner's post-mortem, but if requested, the Coroner must tell you (and the person's GP) when and where the examination will take place.

After the Post Mortem

The Coroner will release the body for a funeral once they have completed the post-mortem examinations and no further examinations are needed.

If the body is released with no inquest, the Coroner will send a form to the Registrar stating the cause of death. You can then go to register the death and get copies of the Death Certificate.

If the Coroner decides to hold an inquest

A Coroner must hold an inquest if the cause of death is still unknown. You will not be able to register the death until after the inquest, but the Coroner can give you an interim death certificate to prove the person is dead. You can use this to let organisations know of the death and apply for probate.

When the inquest is over, the Coroner will tell the Registrar what to put in the register.

Coming to the Chapel of Rest.

Under normal circumstances you will be able to come and see your relative/friend at the chapel of rest. However, there are rare occasions, when restrictions may be applied, but always in your best interest.

One reason that may cause the funeral director to advise you against coming to the chapel of rest, is if the remains of the deceased are deemed to be in such a condition, that to view them would be too distressing. This would of course be discussed with you by your funeral director at the appropriate time and it would be your final decision, whether you wish to go ahead and see them in the chapel of rest or not.

Organisations that may be of help to you.

Cruse Bereavement Care - 0808 808 1677

Mind - 020 8519 2122

Age UK - 0115 844 0011

Beyond Funeral Finance - 0800 044 9454

Beyond Estate Administration/ Probate - 0800 044 9454

Local churches

Call Us On:



0115 9871237

THE AFFORDABLE FUNERAL



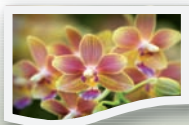
- Lilac

We are an independent company with experienced staff and a fresh approach to the funeral business.



- Rose

We offer an affordable, inclusive funeral with three basic options as well as a bespoke funeral tailored to your requirements.



- Orchid

We can be contacted 24 hours a day to support and advise you on all aspects of a funeral at a time when bereaved individuals are at their most vulnerable.

OUR PROMISE

We will take care of the deceased with respect and compassion
We will visit you at your home or make you welcome at our premises
to discuss your wishes.

We will make every effort to satisfy those wishes and make a distressing
time as comfortable as possible.

PLANNING AHEAD

Our pre-paid funeral plans reflect the price of our inclusive options plus a
small admin fee from the funeral plan company.

nottinghamshirefuneralservice@gmail.com

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Carlton, Notts, NG4 1SQ.



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