



Useful Information Following a Death



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I Introduction

We are very sorry about the death of someone close to you and would like to offer our sincere condolences.

It's understandable that you may be very upset and find it difficult to think about the next steps, so we hope this information will assist in guiding you through some of the procedures that will happen now.

Section 1 – Practical necessities

What to do first

Following the death of a relative or friend there are certain things which need to be done.

You need to contact a funeral director. You don't have to wait until the Death Certificate is issued before doing this, however please ensure you have the Medical Certificate of Cause of Death before setting a firm date for the funeral. This is because it is sometimes necessary for the coroner to become involved.

Before finalising the funeral arrangements, you should find out if the deceased made a Will and consult the

solicitors (where applicable) who hold it, to see what the deceased's wishes were as to the funeral.

The Will discloses the names of the executors or the persons legally entitled to deal with the deceased's estate. The solicitors will assist you with the administration of the estate and any questions relating to tax issues that may arise.



Paperwork needed after a death



All deaths need to be registered and for this the relatives need to make an appointment with the Registrar of Births and Deaths and take The Medical Certificate of the Cause of Death that will have been given to them by the hospital.

The registrar then issues a Certified Copy of the Death Certificate and will give the family a Green Form, which needs to be handed to the funeral director. If the deceased is to be buried, this is the only paperwork needed.

If a cremation is to take place, there are additional forms to be completed.

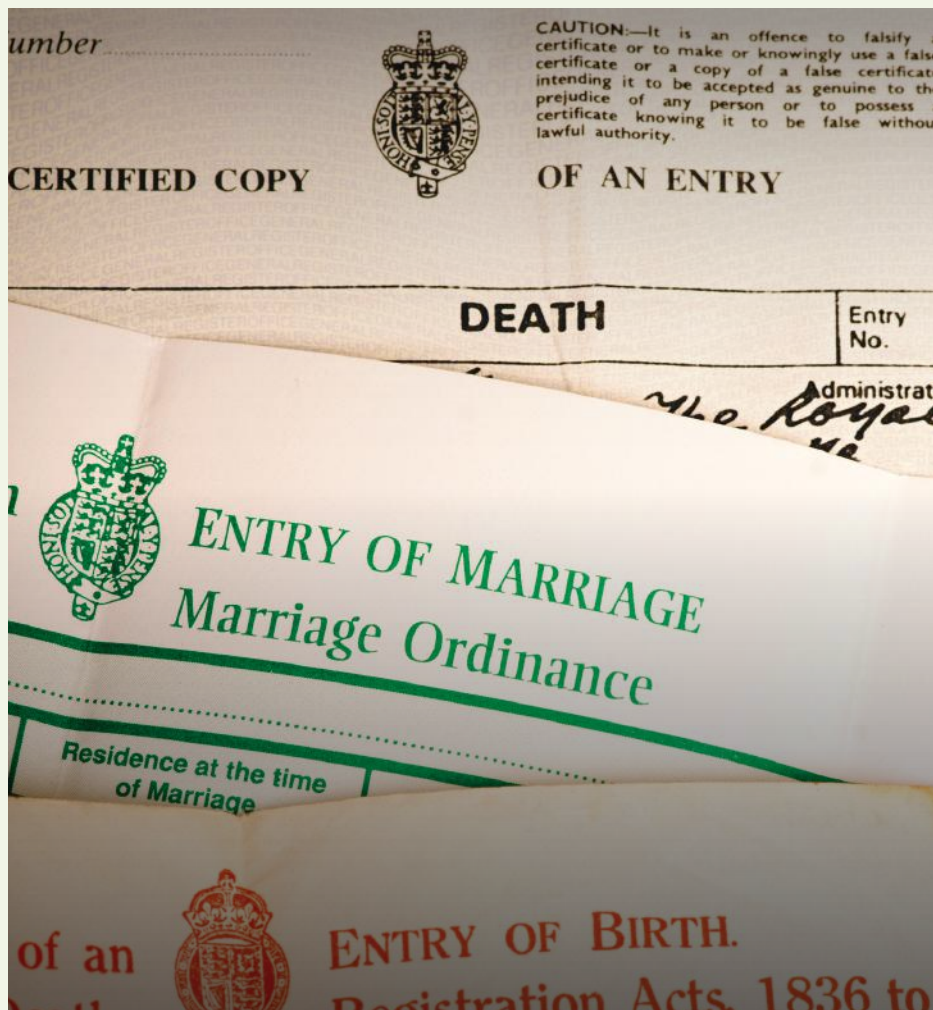
The cremation papers are handed to the funeral director who will then take them

to the Burial and Cremations Office for checking by an independent medical referee.

The council requires the papers for at least 72 hours before the funeral is due to take place. It is suggested, therefore, that the relatives allow at least five clear working days from the date of the death of their loved one, to the cremation in order to avoid the risk of the funeral not being able to go ahead.

How is a death registered?

The death must be registered at the local office of Registration of Births, Marriages and Deaths in the district where the death has occurred, usually within five days of the death (unless the registrar agrees to extend this period). If the death has been referred to the coroner, the procedure is slightly different.





When you have obtained the Medical Certificate of the Cause of Death the death must be registered at the register office.

You can make an appointment by phoning the register office who will

advise you of the location of the office you need to attend.

Appointments will usually last approximately 30-45 minutes.

Below are the telephone numbers of the main register office for the city of the county you live in.

Derby Register Office	01332 641 680
Leicester Register Office	0116 454 1000
Lincoln Register Office	01552 782 244
Northampton Register Office	0300 126 1000
Nottingham Register Office	0115 841 5554
Rutland Register Office	01572 758380

Who may go and register a death?



Regulations state that only certain people can register a death with the Register of Births, Marriages and Deaths:

- A relative of the deceased who was present at the time of death.
- A relative of the deceased, in attendance during the last illness.
- A relative of the deceased residing in the same local district.
- A person present at the time of death.
- The occupier, eg the matron or officer in charge of a nursing home or rest home, provided they knew of the illness before the death.
- The person arranging the funeral, eg an executor, solicitor or similar.

Your visit to the register office

The registrar will ask you a number of questions.

In readiness, we recommend that you complete the answers to the following questions on this page and take this list with you to the register office and ensure you take identification for yourself with you.

<ul style="list-style-type: none">• What was the date of the death?	
<ul style="list-style-type: none">• Where was the place of death?	
<ul style="list-style-type: none">• What was the full name of the deceased person?	
<ul style="list-style-type: none">• Was the deceased person a married woman?• If so, what was her maiden name?	
<ul style="list-style-type: none">• What was the date of birth of the deceased person?	
<ul style="list-style-type: none">• What was the place of birth of the deceased person?	
<ul style="list-style-type: none">• What was the occupation of the deceased person?	
<ul style="list-style-type: none">• If the deceased person was a married woman or widow, what was the full name and occupation of her husband?	
<ul style="list-style-type: none">• What was the usual address of the deceased person?	
<ul style="list-style-type: none">• Was the deceased person receiving a pension or allowance from public funds?	
<ul style="list-style-type: none">• If the deceased person was married what is the date of birth of the surviving partner?	
<ul style="list-style-type: none">• Do you have the Medical Card of the deceased person?• If so, take it with you to the register office.	
<ul style="list-style-type: none">• Have you got any forms from the coroner?• If so, take them with you to the register office.	
<ul style="list-style-type: none">• Identification of the deceased eg Passport, Birth Certificate, Marriage Certificate, Utility Bill with name and address of deceased.	

I The registrar will give you:

- A Certificate for Burial or Cremation (known as the Green Form)

You will not receive this form if there is a coroner's Inquest.

You will be able to purchase a Certified Copy of An Entry Certificate (Death Certificate), which is needed for any private pension claims,

insurance policies and financial matters; normally one or two copies would be sufficient.

- A Certificate of Registration of Death (known as the White Form)

This is for social security purposes only.

I The coroner

There are **three main reasons** why a case is referred to the coroner:

- A death has been **sudden or unexpected**.
- A person has been ill **but the doctor confirming the death is not certain why it happened at that particular time**.
- A death has been **caused as a result of an accident or unusual circumstances**.

The coroner will look at the case and decide what happens next. He or she may order a post-mortem examination to determine the exact cause of death. If the coroner is involved, a certificate to register the cause of death will be issued by his/her office.

Where the death is reported to the coroner, particularly when the GP has not been involved, eg a sudden death, then you may receive a visit from the police. The reason for this is that police officers also act as coroner's officers and they will

be visiting you in order to gain further details of the deceased, next of kin etc, which they will pass on to the coroner.

The staff at the coroner's office, are very helpful and will answer any questions you may have. You will need to contact them as soon as possible in order to discuss details relating to your relative or friend.

You will only need to visit the coroner's office if you are asked to do so.

Coroner's offices in your area

Leicester City and South Leicestershire

- The Coroner's Office, The Town Hall, Town Hall Square, Leicester, LE1 9GB
- Tel: 0116 454 1031

North Leicestershire and Rutland

- HM Coroner's Office, Southfield Road, Loughborough, Leicestershire, LE11 2TR
- Tel: 0116 305 7732

Northamptonshire

- HM Coroner for the County of Northamptonshire, Constabulary Block, Angel Square, Angel Street, Northampton, NN1 1ED
- Tel: 01604 363102

Derby and South Derbyshire

- HM Coroner, St Katherine's House, St Mary's Wharf, Mansfield Road, Derby, DE1 3TQ
- Tel: 01332 343225

High Peak, Chesterfield and North Derbyshire

- HM Coroner, Coroner's Court, 5-6 Royal Court, Basil Close, Chesterfield, S41 7SL
- Tel: 01246 201391

Nottinghamshire

- HM Coroner's Service, The Council House, Old Market Square, Nottingham, NG1 2DT
- Tel: 0115 841 5553

Lincolnshire

- HM Coroner's Service, 4 Lindum Road, Lincoln, Lincolnshire, LN2 1NN
- Tel: 01522 552500



I Hospital post-mortem

Occasionally a doctor may request a post-mortem examination to be performed on the deceased.

In order for this to take place consent must be obtained from the next of kin and a consent form completed. The doctor will explain the reason for the request. It is also possible for the next of kin to request that a post-mortem examination is performed. Again, a consent form must be completed before this can take place. If you agree to, or request a post-mortem examination it would be advisable to inform your funeral director so that he/she can take this into account when arranging the funeral for you.

The doctor will still issue a Medical Certificate of Cause of Death to enable you to register the death.



I Cremation

A deceased cannot be cremated until the cause of death is definitely known. There are certain forms that need to be completed before the cremation and these forms are collected by your funeral director. The local authorities set the cost of the cremation.



I Burial

The cost of a grave space can vary. The cost will normally be higher for the burial of someone who lives outside the council or parish boundary for the chosen cemetery. If a grave space has been paid for in the cemetery, there will be a Deed of Grant.

Section 2 – Help and support

I People to inform



There are various people and organisations that need to be told about the death.

These may include (tick when notified):

Solicitor. If there are any difficulties with legal issues or questions about the estate it is advisable to contact a solicitor or the Citizens Advice Bureau.

Local social services if meals on wheels, home help or day centre transport was used. Also NHS equipment, British Red Cross equipment etc, may need returning.

Any hospital the deceased was attending.

- The deceased's GP.

- The local Inland Revenue Office.

- The local social security office to cancel pensions, allowances, benefits etc. You will get a special form from the registrar's office to do this.

- Bank/building society. If it is a joint account the partner can continue to withdraw cash. The probate office will advise on whether it is necessary to obtain Probate or Letters of Administration.

- A child's or young person's teacher, employer or college should be informed if a parent, brother, sister, grandparent or other close relative or friend has died.

- Car insurance company. People driving a car insured in the deceased's name are not legally insured.

- Driver and Vehicle Licensing Agency (DVLA).

- Return the Driving License to the address on the license.

- Passport Office. Return the passport to the office.

- Any library or clubs subscribed to by the deceased.

- Gas, electricity and telecom companies, Royal Mail deliveries, local newsagent and milk deliveries (if applicable).

- If the deceased was receiving Housing Benefit/Council Tax Benefit, the local housing department. Also, if the deceased was living in rented accommodation the council or private landlord should be informed.

Listed below are **several organisations** used to dealing with bereavement.

It can be sometimes easier to talk to a stranger about things you are going through than it is to talk to a person who is close to you.

There is no time limit for asking for support, it can be hours, months or years after a person's death and you can still contact these agencies for support.

Useful contacts

The Counselling Directory

The counselling directory helps people to find a private counsellor.

www.counselling-directory.org.uk

Al-Anon Family Groups UK And EIRE

Al-Anon Family Groups UK And EIRE provides help and support for families and friends of those who have died of alcohol related illness.

020 7403 0888 www.al-anon.org.uk

Bereavement Trust Helpline

Support for anyone who has been bereaved.

0800 435 455 6pm-10pm every evening
www.bereavement-trust.org.uk

Cruse Bereavement Care

Cruse Bereavement Care acts as a listening service for those or someone they know who has been affected by a death. They provide information on practical and financial matters and details of groups available.

0808 808 1677 www.cruse.org.uk

The Laura Centre

Any school aged child affected by the death of a parent, grandparent or significant adult. Telephone and email support throughout UK, face to face primarily Leicester, Leicestershire, Rutland, Northamptonshire, Derbyshire, Warwickshire and Lincolnshire.

0116 254 4341 www.thelauracentre.org.uk

Leicestershire Aids Support Service (LASS)

LASS offers a free and confidential service, including bereavement support for people affected by HIV/AIDS in Leicester, Leicestershire and Rutland.

0116 255 9995

Macmillan

Macmillan offers an online support community.

www.macmillan.org.uk

The Samaritans

The Samaritans are available 24 hours a day to provide confidential emotional support for people who are experiencing feeling of distress or despair, including those which may lead to suicide.

08457 909090 www.samaritans.org.uk

Widowed and Young (WAY)

National charity for men and women aged 50 or under when their partner died. Peer-to-peer support group run by a network of volunteers who have been bereaved at a young age themselves so they understand exactly what other members are going through. More than 1,500 member across England, Wales, Scotland and Northern Ireland

www.widowedandyoung.org.uk

Section 3 – Some terms explained

- **Burial**

The placing of a body in a grave.

- **Coroner**

A public officer whose principal duty is to enquire into the cause of death where it has been sudden, unexplained or where there is reason to suppose that it might not be due to natural causes.

- **Cremation**

To reduce the body to ashes by burning.

- **Death Certificate**

An official document issued by the Registrar of Births, Marriages and Deaths when the death is registered at the register office.

- **Green Form**

The certificate which authorises the funeral director to carry out the burial or cremation.

- **Medical certificate of cause of death**

An official document issued by a doctor, stating the date, place and cause of a person's death.

- **Post-mortem examination**

An examination of the body after death to determine the cause of death.

- **Registrar of births, marriages and deaths**

An official recorder of births, marriages and deaths.

- **Will**

A legal declaration of the manner in which somebody wishes to have their property disposed of after their death.

| Your notes



Acknowledgements

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All details printed in this document were correct at the time of publication.

If you would like to contact EMAS in regards to the care provided today, please contact:

Patient Experience Team

East Midlands Ambulance Service NHS Trust
1 Horizon Place
Mellors Way
Nottingham
NG8 6PY

e: Pals.office@emas.nhs.uk
t: 0333 012 4216