

Registering a Death



Independent Family Funeral Directors



Telephone Number - 0300 123 4181

Bodmin Registration Office

Chy Trevail
Beacon Technology Park
Bodmin
PL31 2FR

Liskeard Registration Office

Luxstowe House
Greenbank Road
Liskeard
PL14 3DZ

Bude Registration Office

Bude Visitor Centre
The Crescent
Bude
EX23 8LE

Newquay Registration Office

Marcus Hill
Newquay
TR7 1AF

**Camborne - Pool - Redruth
Registration Office**

Jayne Hooper House
6-7 Artist's Terrace
Heartlands Pool
TRI 5 3QY

Penzance Registration Office

St Johns Hall
Alverton Street
Penzance
TR18 2QW

Falmouth Registration Office

The Old Post Office
The Moor
Falmouth
TRI 1 3QA

Saltash Registration Office

Saltash Library
Callington Road
Saltash
PL12 6DX

Helston Registration Office

Isaac House
Tyacke Road
Helston
TR13 8RR

St Austell Registration Office

Polkyth House
Council Offices
12 Carlyon Road
St Austell
PI-25 4LD

Launceston Registration Office

Launceston Library
Bounsalls Lane
Launceston
PL15 9AB

Truro Registration Office

Dalvenie House
County Hall
Truro
TRI 3AY



Registering a death is one duty the Funeral Director cannot ordinarily carry out on your behalf. The legally responsible person needs to complete this — normally this is a relative, executor or someone present at the death. In order for the legally responsible person to register a death, the registrar must first receive notification as to the cause of death from either a doctor or the Coroner's Office. This notification is sent electronically.

If available (but don't worry if not) it is also useful to have some of the following documents relating to the deceased person:

- Birth certificate
- NHS Medical Card
- Council Tax bill
- Driving licence
- Passport
- Marriage or Civil Partnership certificate
- Proof of address (e.g. utility bill)

The death should be registered within 5 days and you can attend any register office but if you chose the one in the area where the person died, you'll receive the documentation straight away. However, if you need to use another register office the documentation must be sent to the office in the area the death occurred before they can be issued to you. Our staff can advise you on the location of Register Offices and can book the appointment for you if so desired.

The registrar will meet with you in private and requires the following information for the register:

- The date and place of death
- The full name and any names previously used by the deceased including the maiden name if applicable
- The date and place of birth
- Their last address
- Their occupation
- The full name, date of birth and occupation of their spouse or civil partner
- If they were receiving a State Pension or any other benefit



When you register the death, you will receive the following:

- A certificate for Burial or Cremation (the Green Form) which gives permission for burial or an application for cremation. This enables you to arrange the funeral.
- A Certificate of Registration of Death (form BD8). This is used for social security purposes.

Both above forms are free of charge but now you can also request extra copies of the death certificate which will be useful for dealing with the deceased person's affairs. These are available at the time of registration for £11 .00 each or can be ordered at a later date.

If the death has been reported to the coroner, you can't register the death until you have their permission.

A death will be reported to the coroner if:

- The cause of death is unknown
- The death was violent or unnatural
- The death was sudden and unexplained
- The deceased was not visited by a medical practitioner during their final illness
- The medical certificate isn't available
- The deceased wasn't seen by the doctor who signed the medical certificate within 14 days before death or after they died
- The death occurred during an operation or before the person came out of anaesthetic
- The medical certificate suggests the death may have been caused by an industrial disease or industrial poisoning

After reviewing the case the coroner may decide the cause of death is clear and if this is the case:

- The doctor signs a medical certificate
- You take the medical certificate to the registrar
- The coroner issues a certificate to the registrar stating a post-mortem isn't needed



The coroner may ask for a post-mortem to be completed to find out how the person died.

When the post-mortem has been completed and no further examinations are necessary the coroner will allow the funeral to go ahead.

If an inquest is not required, the coroner will issue form 100B (the Pink Form) to the registrar which states the cause of death. If the deceased is going to be cremated the coroner will also issue Cremation Form 6.

A coroner will hold an inquest if the cause of death is still unknown, or if the person:

- possibly died a violent or unnatural death
- died in prison or police custody

If this is necessary, the death can't be registered until the inquest has been completed and the coroner is responsible for sending the relevant paperwork to the registrar.

Although the death can't be registered until after the inquest, the coroner can give you an interim death certificate to prove the person is dead. This can be used to notify organisations of the death and to apply for probate.

The funeral can still go ahead as the coroner will supply the funeral director an Order for Burial (form 101) or Certificate of Coroner (Cremation form 6).



Tell Us Once is a free service available via the Register Office which enables you to notify government departments/organisations all in one go.

Using this scheme takes a lot of worry away from you and avoids you having to send multiple copies of the Death Certificate. For this to be possible you'll need the following information:

- Date of birth
- National Insurance number
- Driving Licence number
- Passport number
- Details of any benefits or entitlements they were getting – e.g. State Pension
- Details of any council services they were getting e.g. Blue Badge
- Name and address of their next of kin
- Name and address of any surviving spouse or civil partner
- Name, address and contact details of the individual or company dealing with their estate
- Details of any armed forces or public sector pensions they were receiving or paying in to

Tell Us Once will notify the following departments / organisations:

- Department for Work & Pensions
- HM Revenue & Customs
- Council Tax Office
- DVLA
- Passport Services
- Housing Benefit Office
- Children's Services
- Electoral Services
- Armed forces or public-sector pensions



This page is designed to help you note relevant information needed when registering a death.

Full name of deceased	
Date of birth	
Place of birth (town, county or country)	
Occupation	
Usual address	
Date of death	
Place of death	
Marital status	
Maiden name	

The following applies when registering the death of a woman:

Full name of husband	
Husband's date of birth	
Husband's place of birth	
Husband's occupation	

Your details as informant (if you are not the marital partner):

Your relationship to the deceased	
Your usual address	
Your telephone number	

Cornwall Funeral Services

Higher Fore Street
Redruth
TR15 2AR

01209 211684



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Newlyn
TR18 5PR

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