

## REGISTERING A DEATH

We know that losing a loved one is a difficult and emotional time, but there are certain legal and administrative procedures that must be followed when someone dies.

If you are a relative or friend, you may be able to carry out some of these tasks yourself. Others may need to be handled by the executor or administrator of the person's estate, as named in their will (if one exists).

A medical certificate, known as the 'Certificate of Cause of Death', will need to be obtained. If the person died in hospital and the death was expected, the hospital will provide this. If the person died at home, you should contact their GP. Once you have this certificate, you will need to contact a Registrar to officially register the death.

In England, a death should normally be registered within five days. If the death is referred to a Coroner and an inquest is required, registration may be delayed until the process has concluded.

When registering the death, you will need to provide details such as:

- the person's full name;
- date and place of birth;
- their last address;
- occupation and
- the full name, date of birth and occupation of their surviving or late spouse or civic partner (if applicable)

Once the death has been registered, the Registrar will issue a death certificate and a certificate for burial or cremation (the 'Green Form'), which needs to be given to a Funeral Director.

Staffordshire County Council's Registrar can be contacted on 0300 111 8001.

If the death was at the Royal Stoke University Hospital you can contact the Stoke-on-Trent Registrar on 01782 235 260.

See Staffordshire County Council's website ([www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)) for registration offices.