

Where to find further information

Other leaflets are available on a range of topics from Registration/Bereavement Services.

In particular, you might also find the following leaflets useful:

- Registering a Death
- Independent Funerals
- Civil Funerals

For further information on other leaflets available, or if you require any additional information, please contact us:

The Register Office
Nightingale House
Balaclava Street
Stockton-on-Tees
TS18 2AL

Telephone: (01642) 527720

Fax: (01642) 527725

Email: registrars@stockton.gov.uk

www.stockton.gov.uk

If you would like this information in any other format or languages please contact the 'Register Office' on (01642) 527720

إذا كنت ترغب الحصول على هذه المعلومات بلغات أو بأشكال أخرى على سبيل المثال بالطبعة الكبيرة أو بالشريط المسجل فالرجاء الإتصال 'بدايفرستي تيم' على هاتف رقم 01642 527720 [Register Office]

ARABIC

欲要這份資訊的其它語言版或其它版式例如大字體印刷/錄音帶，請致電 01642 527720 接洽 '多元化隊' (Register Office)

MANDARIN

اگر شما این اطلاعات را به زبان یا شکل دیگری مثلا چاپ بزرگ یا بصورت صدا میخواهید لطفا با تیم دایورسیتی (گوناگونی) [Register Office] با شماره 01642 527720 به تماس شوید

FARSI

Si vous souhaitez obtenir ces informations dans d'autres langues ou sous un autre format, par exemple, en gros caractères / version audio, veuillez contacter l'équipe "Register Office" au n° 016 42 52 77 20

FRENCH

نه گهر حضرت لئ به نهم زانیاریه به دهستت بکه وئت به زمانه کانی تر یان به شیوه په کی تر بؤ نمونه چاهی گه وره/یان به تئبهی تو مارکراو تکایه په یوه نندی بکه به 'تیمی دایفیرستی' له سهر زماره ی ته له فون 01642 527720 [Register Office]

KURDISH

ਜੇ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਬਣਤਰ ਜਾਂ ਥੱਲੀ ਵਿੱਚ, ਵੱਡੀ ਛਪਾਈ ਵਿੱਚ ਜਾਂ ਟੇਪ/ਸੀ ਡੀ 'ਤੇ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 'Register Office' ਨੂੰ 01642 527720 ਨੰਬਰ ਉੱਤੇ ਫੋਨ ਕਰੋ।

PUNJABI

اگر آپ ان معلومات کو کسی بھی اور زبان یا انداز، مثلاً بڑے پرنٹ/آڈیو ٹیپ وغیرہ میں حاصل کرنا چاہیں، تو 'ڈاؤن لوڈ' (Register Office) کو اس نمبر پر فون کیجیے

URDU


Stockton-on-Tees
BOROUGH COUNCIL

How to register a death by declaration

A guide for families who do not live in the district where a death occurred



Stockton-on-Tees
BOROUGH COUNCIL



INVESTOR IN PEOPLE

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When someone close to you has died we appreciate that this can be a very emotional time for you.

You may feel you want to contact your local Register Office as soon as the death occurs, but please be aware that legally you have five days in which to record your loved one's details.

The death needs to be registered at the Register Office for the district in which it happened. In Stockton, a death can be registered at either the Register Office in Balaclava Street (our full address is shown on the back of this leaflet) or at the North Tees Centre for Carers and Patients at the University Hospital of North Tees, Hardwick Road, Stockton-on-Tees, TS19 8PE.

Can I register at my local office?

The death cannot be registered outside of the district in which it occurred, but there is an alternative if it would not be convenient for you to register in Stockton.

You can attend your local Register Office, or any Register Office in England or Wales, and provide the registrar with all the necessary details.

This process is called '**registering a death by declaration**'.

How do I register a death by declaration?

You should first contact your local register office to make an appointment, stating that you wish to 'register a death by declaration'.

Your local Registrar will need to liaise with us regarding the whereabouts of the medical certificate, which is issued by the medical staff attending to the deceased (if the Coroner is involved, it will be a Coroner's Certificate), before your appointment.

In your appointment, the Registrar will ask you for the information required to register the death and then ask you to sign a legal document, which states that the information you have given is correct.

This will then be sent to us by post so that the details can be entered into the death register.

Once we have done this, we will send to you by post:

- A form to allow burial or cremation (If the Coroner is involved, this may be sent directly to your funeral director)
- A form to notify the Pension Service/Jobcentre Plus

Please be aware that it will take a day or two longer to register by declaration because documents must be sent by post;

this should be taken into account when making funeral arrangements.

Death certificates are also available; you will need these to close bank accounts and deal with the deceased's financial affairs.

You can purchase as many Death Certificates as you think you will need by giving a cheque made payable to 'Stockton Borough Council' to your local Registrar, or you can apply directly to us in person, by post or by telephoning with your debit/credit card details.

Please remember that in the future, if you need further copies of your loved one's death certificate, they are only available from our office, not your local office.

Approximately three months after the registration, these certificates may be more expensive.

What information is needed to make a declaration?

Your local Register Office will well you what information you will need to provide, but please also see our leaflet '*How to Register a Death*' for further detail.

