

- The information you supply for the registration will be treated confidentially.
- You will receive two statutory forms free of charge - a form for the Funeral Director/ Organizer (unless the Coroner has already issued one), and a form for the Benefits Agency, which relates to State Pensions and Benefits. Death Certificates, which are full copies of the entry in the register, will cost you £3.50* each. You can purchase as many as you think you will need, for Banks, Building Societies, Insurance Companies, Post Office, Stocks and Shares, Company Pensions or for personal records.
- Further copies can be purchased from this office at any time, although they may be more expensive after approximately three months. Please enquire at the time of purchase.

If you would like this information in any other language or format for example large print or audio, 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 جهزت لی به نهم زانیاریه به دهستت بکه وبت به زمانه کانی تر یان به شیوه به کی تر بو نمونه چاپی گه وره/یان به تیبی تو مارکراو تکایه په یوه ندى بکه به تیمی دایفیرستی' [Register Office] له سهر ژماره ی ته له فون 01642 527720

KURDISH

ਜੇ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਬਣਤਰ ਜਾਂ ਬੋਲੀ 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 'ڈایورسٹی ٹیم' (Register Office) کو اس نمبر پر فون کیجئے 01642 527720

URDU

If you require any further help or advice, please do not hesitate to contact us at:

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

Telephone: (01642) 527720

Fax: (01642) 527725

Email: registrars@stockton.gov.uk

* Prices correct at time of print. Please contact the Register Office for up-to-date fees. Cheques should be made payable to Stockton Borough Council.

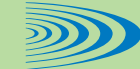


Stockton-on-Tees
BOROUGH COUNCIL



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How to Register a Death

An information leaflet for the bereaved



This leaflet is designed to guide and assist you through the process of registering a death

When does a death need to be registered?

If someone close to you has died then you have a legal duty to register the death within 5 days, usually in the district where the death occurs. The first thing to obtain is the medical certificate from the doctor or the hospital (if the Coroner is involved the Coroner's Officer will guide you); if there is any delay to the issue of the medical certificate then initial arrangements could still be made with the Funeral Director/ Organiser before registering the death.

Once you know when the medical certificate will be available then please contact the Register Office to make an appointment and we will be there to guide you.

Where do I register the death?

By law, at present, a death must be registered in the district where it occurred. You can register at the Register Office at the address overleaf or at the North Tees Centre for Carers and Patients, University Hospital of North Tees, Hardwick Road, Stockton-on-Tees TS19 8PE

Please call (01642) 527720 to make an appointment.

Who can register a death?

- A relative of the deceased
- A person present at the death
- If the death occurred in a Nursing Home/ Hospital, and no relatives are available then the death could be registered by a senior member of staff of the establishment
- The person who is making the funeral arrangements (not the Funeral Director)

If you are not sure if you can register the death, please telephone the Register Office for further advice.

What happens if I cannot register at Stockton-on-Tees?

There is a facility to register a death by making a declaration before any Registrar of Births and Deaths in England and Wales. You should be aware, however, that registering a death outside the area where it occurred may result in slight delays. *(For further information please see our 'How to Register a Death by Declaration' leaflet).*

Are there any costs involved?

There is no charge for registering a death or registering by declaration.

What documents do I need to register a death?

You must present either a Medical Certificate issued by a Doctor, or a Coroner's Certificate issued by the Coroner – this will be given to you in a sealed envelope. It would be helpful if

you bring with you the deceased's medical card, if available.

What information is required to register a death?

- Date and place of death
- Full name of deceased (and maiden name if relevant)
- Any other names used or change of name
- Date and place of birth
- Occupation (even if retired)
- If the deceased was a married woman her husband's name and occupation
- Usual address
- If there is a surviving spouse, their date of birth
- The medical card, if available

Is there anything else I should know?

Please telephone the Register Office to make an appointment to register the death or to give a declaration. If you have any queries, please do not hesitate to contact us where our staff will be pleased to help you.

- Please telephone our office to arrange an appointment to register. The number for appointments is (01642) 527720.
- Your interview will be conducted in a private room.

