



REGISTRATION OF A DEATH

All deaths in England must be registered within 5 working days.

A death may be registered by any relative of the deceased; any person present at the death; the deceased's executor or legal representative; or the occupier of the premises where the death occurred. Or if no such person as above, any other person with knowledge of the particulars to be registered, i.e. neighbour, police officer, etc.

The Funeral Director is not normally regarded as a qualified informant.

Particulars required:

- Full name and occupation.
- Full postal address.
- Date and country of birth.
- If the deceased was married or a civil partner; widowed or a surviving civil partner; divorced or his or her civil partnership was dissolved or annulled - the full name and occupation of the husband, wife or civil partner.
- If the deceased had been married or in a civil partnership more than once, you should also give the registrar details of previous spouses and civil partners.
- If the deceased was married or a civil partner at the date of death, tell the registrar the date of birth of the surviving widow, widower or civil partner.
- The full name and occupation of the deceased's father and the full name and maiden surname of his or her mother.
- Whether the deceased was in receipt of a pension or an allowance from public funds.
- The name and address of the deceased's NHS doctor.

Documents required by Registrar:

- Medical Certificate of Cause of Death (Form 11).
- The person's birth certificate
- The person's marriage or civil partnership certificates, (if available and where applicable).
- Documents relevant to any government pension (not the old age pension) payable to those in public service.

"Tell Us Once" Service

In some cases the Registrar will offer a telephone and online "Tell Us Once" service. Using the deceased's National Insurance number, central and local Government agencies are informed and updated including: council tax, passport, state pension, benefits, disability blue badge, and driving licence departments.

Documents you will receive from the Registrar:

- Certificate for burial or cremation – Form 9 (green) This must be delivered to the Funeral Director as soon as possible.
- Form to be returned to the Department of Work and Pensions.
- Certified Copy of Death Certificate (Fee payable per certificate to registrar.)

Where to register:

In England a death must be registered in the registration district where the death occurred. In Northumberland a death can be registered in any office within Northumberland. In exceptional circumstances, registration can be done by declaration in another registration district but this may lead to a delay in the funeral taking place.

Please note all registrations are strictly by appointment only.

REGISTRARS:

Tel. 0345 600 6400 (Monday to Friday 8.30am - 5pm)

ASHINGTON	Ashington Town Hall, Station Road, Ashington, NE63 8RX
ALNWICK	Fenkle Street, Alnwick, NE66 1HW
BERWICK	Library Building, Walkergate, TD15 1HW
MORPETH	Morpeth Town Hall, Market Place, Morpeth, NE61 1LZ
BLYTH	Blyth Library, Bridge Street, Blyth, NE24 1D
HEXHAM	Hadrian House, Market Street, Hexham, NE46 3NH
CRAMLINGTON	Cramlington Library, Forum Way, Cramlington, NE23 6YB
NEWCASTLE	Register Office, Civic Centre, Newcastle Upon Tyne, NE1 8QH Tel. 0191 278 7878
NORTH TYNESIDE	Maritime Chambers, Howard Street, North Shields, NE30 1LZ Tel. 0191 643 6164, Option 2