

Alan M. Fawcett Funeral Directors

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FOR YOUR GUIDANCE: An informant can be someone who is closely related; who was present at the death; a hospital official; or someone who is arranging the funeral (i.e. someone who is instructing the Funeral Director).
You normally need to register a death in the County in which death occurred.

When registering a death in Lancashire, an appointments system operates.

The necessary Medical Certificate of Cause of Death (M.C.C.D.) or Coroner's Certificate should be sent electronically directly to the Registry Office.

You can arrange your own appointment at a date and time to suit your particular circumstances and you can do this by either going **Online** at:

www.lancashire.gov.uk/births-marriages-and-deaths/deaths/register-a-death/

where you will be able to check that the correct paperwork has been received and arrange a face-to-face appointment at any registration office in Lancashire.

Or you can **Call** the dedicated Customer Contact Centre on

0300 123 6705

where the customer service assistants will be able to assist in checking that the paperwork has been received and arrange a face-to-face appointment at any registration office in Lancashire.

If the Registrars have not received the relevant paperwork, you will be asked to check back after 24 hours.

The Lancaster Registry Office is at: Georgian House, 4 Queen Street, Lancaster, LA1 1RS.

THE REGISTRAR REQUIRES THE FOLLOWING:

Full name of the person who has died and Maiden Name (If applicable) Any former names that they were known by.

The date and place of birth.

The date and place of death.

Full usual address (including postcode).

Last Occupation of the person who has died.

If the person who has died was married, the full name and date of birth and last occupation of the surviving partner (or Date of Death, if deceased).

If the person who has died was in receipt of a state or government pension.

The NHS Number of the person who has died.

The Registrar should issue the following directly to the Funeral Director:

A GREEN Certificate This will be sent electronically to the Funeral Director.

PLEASE GIVE YOUR PERMISSION TO THE REGISTRAR TO FORWARD THIS TO US BY EMAIL.

The Registrar should issue the following directly to the person Registering the Death:

A WHITE Certificate for D.W.P. (Form BD8)

An Information Sheet with a Unique Reference Number to enable you to use the "Tell Us Once" facility to notify D.W.P. and other agencies of the death of the person who has died.

Any Certified Copies of the Death Certificate for purposes of solicitors, insurance policies, banks, building societies etc.

These cost £11.00 per copy: (Normally 2 or 3 copies should be enough)

(Organisations should be able to photocopy your Certified Copy themselves and return your copy)

Please have a Debit / Credit Card available in order for payment to be made for any certified Death Certificate copies.

Whom to inform

Tell family members and friends about the death.

Employer or educational establishments.

Health professionals. You will also need to cancel any outstanding hospital, dental, podiatry or other health related appointments.

Agencies providing care such as social services, home carers, meals on wheels and day centres.

Financial organisations

Banks/National Savings/building societies.

Insurance companies (e.g. life, buildings/contents, medical, car, travel).

PLEASE NOTE that if the person who has died was a Car Insurance policyholder, any other named drivers mentioned in a policy **MAY CEASE** to be covered. Please contact the Insurance Company to arrange cover as soon as possible to ensure that you have a valid insurance policy.

Any vehicle(s) will also need to be taxed before being driven as car tax may also have ceased.

Pension providers.

Credit card/store card providers.

Any other financial institutions must be informed so that any accounts solely in the name of the person who has died can be frozen to prevent fraud. You should also inform companies/organisations with joint accounts, although these should normally still be accessible by the other joint holder.

Property and Utilities

Mortgage provider.

If the person who has died lived in rented accommodation, inform the local authority, housing association or private landlord.

Buildings and property insurance companies to ensure continued cover especially if the property is left unoccupied.

Utility companies (electricity, gas, water, telephone, and TV Licensing) and arrange transfer of account details if necessary.

TV / Internet / Satellite / Mobile Phone providers.

Government Offices

Pensions Service or Jobcentre Plus to cancel any benefits to the person who has died or their carer.

Her Majesty's Revenue and Customs to deal with tax and Child Benefit payments (if applicable).

Local government offices that provide services such as the Electoral Register, housing benefit, council tax office, bus pass, disabled parking permits, library membership.

The DVLA and the car insurance provider (as above) if the person who has died owned a car or held a current driving licence.

The Passport Agency.

The Tell Us Once Service may be able to assist with some or all of these.

Other contacts

Arrange redirection of post if necessary and reduce the burden of any unwanted mail by registering with the Bereavement Register.

Clubs/membership organisations/social groups.

If the person who has died held a firearms licence for work and/or recreational purposes