

Details Required for Registration of a Death

Official Use Only

Entry No: D _____

Date Registered: ____/____/____

No of Certs Issued: _____

Please read our privacy notice to see how we use and protect your personal information at:

www.finance-ni.gov.uk/publications/nisra-privacy-notice

- Please read the guidance notes before completing this form.
- This form should be completed in CAPITAL letters and handed to the Registrar. Postal Applications cannot be accepted.

Details of Informant Name and address of person registering death			Postcode:
	Tel No:	Email:	
	Relationship of Informant		

Do you want the death certificates produced in: English Irish Bilingual English/Irish

Please use the tick box to indicate the language that you want the death certificates to be produced in, this can be English, Irish or bi-lingual English/Irish.

If you decide to opt for an Irish or bi-lingual certificate the headings will be shown in Irish or bi-lingual English/Irish with the content, the details regarding the death, in English.

Please note that once the selection has been made, all future death certificates will be produced in this language.

Details of Deceased

Title		First Forename		Other Forename(s)	
Surname			Maiden Name		
Sex	Male/Female	Status: Single, Married/Civil Partner, Divorced/Civil Partnership Dissolved		Widowed/Surviving Civil Partner,	
Date of Death	____/____/____	Place of Death	Postcode:		
Date of Birth	____/____/____	Place of Birth			
Usual Address	(if different from place of death)				Postcode:
Occupation of Deceased				Retired	Yes No
Please give the following details of spouse or civil partner (If marital status is single or divorced please proceed to next section)					
Forename(s)			Surname		
Maiden name (if applicable)			Occupation / Previous Occupation	Retired	Yes No

Please also provide the Name and Address of Deceased's GP

Postcode

The following section must be completed if the deceased is a child under the age of 16. However, you may also wish to have the following details recorded for genealogical purposes.

Please Note: If this section is left blank the fields on the death certificate will be displayed as "----"

	Mother	Father/Second Female Parent
Forename(s) & Surname		
Maiden Name		
Occupation		

Declaration

I confirm that the information given on this form is correct

Informant's Name (please print) Charles Rourke & Sons

Informant's Signature _____

Please note: The Registrar will complete the registration with the details you have provided on this form. You will then be asked to check and sign the registration. The registration is the legal record of the death and you should only sign when you are satisfied that the details are correct.

For a list of offices and their opening times please see www.nidirect.gov.uk/contacts/district-registrars-northern-ireland here you can select the link for local councils.

Why register a death?

By law all deaths occurring in Northern Ireland must be registered in Northern Ireland. A death should be registered as soon as possible to allow further arrangements to be made but no later than five days from the date of occurrence except where the matter has been referred to the Coroner.

Where can a Death be registered?

In any District Registrar's Office in Northern Ireland.

What do you need in order to register a Death?

A Medical Certificate of Cause of Death issued by a Doctor who has treated the deceased within twenty-eight days before the date of death. If the deceased had not been seen by a doctor within that period or where the death was not caused by a natural illness the case would have been referred to the Coroner – the Registrar or Funeral Director will advise you.

Death referred to Coroner

If a death has been referred to the Coroner, funeral arrangements should not be made before the consent of the Coroner has been obtained.

The death can be registered and a death certificate issued only after the Registrar has received the necessary certificate from the Coroner.

When the Registrar's office receives the appropriate form they will contact a relative of the deceased and ask them to call and register the death.

What does it cost to register a death?

There is no cost for registering a death. The only charge will be for the Death Certificate(s), if required.

For deaths registered on or after 17th December 2012, there will be two types of certificates available. A full death certificate which shows the cause of death and a short certificate which does not show the cause of death. Both types of certificate cost the same.

Certificate language

You should use the tick box to indicate the language that you want death certificates to be produced in, this can be English, Irish or bi-lingual English/Irish.

If you decide to opt for an Irish or bi-lingual certificate the headings will be shown in Irish or bi-lingual English/Irish with the content, the details regarding the death, in English.

Please note that once the selection has been made, all future death certificates will be produced in this language.

Please Note

Information collected on the registration is used for the preparation and supply of statistical information by the Registrar General. For purposes of detection and prevention of crime, information collected may also be passed onto other Government and approved organisations.

REGISTRATION OF A DEATH

NOTES FOR GUIDANCE

Who can register a Death?

- Any relative of the deceased who has knowledge of the details required to be registered (this includes a relative by marriage/civil partnership).
- A person present at the death.
- A person taking care of the funeral arrangements.
- The executor or administrator of the deceased's estate.
- The governor, matron or chief officer of a public building where the death occurred.
- A person living in and responsible for a house, lodgings or apartments where the death occurred.
- A person finding the body, or a person taking charge of the body.

What information will you need to give the Registrar?

- Full forename(s) and surname of the deceased.
- Date and place of death and usual address.
- Status (single, married/civil partner, widowed/surviving civil partner or divorced/civil partnership dissolved).
- Date and place of birth.
- The forename(s), surname and occupation of spouse or civil partner.
- Occupation of the deceased.
- If the deceased is a child under the age of 16, details of parents. If the deceased is over 16, you may wish to have the parents' details recorded for genealogical purposes.
- Maiden surname (if the deceased was a woman who had been married or in a civil partnership).
- The Medical Certificate of Cause of Death.
- The name and address of the deceased's GP.
- Details of any Northern Ireland Civil Service or Teacher's pension that the deceased may have held.

Please note that any fields not completed will be displayed on the certificate as " ---"

What will the Registrar give you?

Once the registration is completed, the Registrar will issue the following forms: -

- GRO 21 which permits the burial or cremation to take place;
- A BSFS1 leaflet regarding the DfC Bereavement Service and;
- Any certificates you may have purchased.

PLEASE NOTE THAT A DEATH REGISTRATION CANNOT BE EASILY CHANGED ONCE COMPLETED