



Registering a Death

Formalities after a death

By law, a death must be registered within 5 days unless a Registrar agrees that this may be extended or a coroner is involved. The doctor who was attending the deceased will sign and issue a medical certificate showing the cause of death. This may be the family doctor or a duty doctor if the deceased died in hospital. This sealed envelope containing this document must be handed to the registrar.

In some circumstances the death will have to be referred to the coroner, either by the doctor or the registrar.

The coroner will decide to:

- take no further action and inform the registrar of the decision
- carry out an after death examination (post mortem). In this case the coroner will issue the cause of death certificate and send it to the registrar
- hold an inquest. Until the coroner's decision is known it will not be possible to register the death

Where to register a death

The death must be registered in the district in which the death occurred. If it is not convenient to visit the register office for the district it is possible to go to any other register office in England or Wales to make a declaration of the particulars required for the registration. In that case, any death certificates required and paid for, the form issued for social security purposes and the one issued for the burial or cremation to proceed will be sent by post. This may cause the funeral arrangements to be delayed.

To register a death at Llanelli Register Office, you will need to make an appointment, which will usually last 30 minutes.

Llanelli Registration Office

2 Coleshill Terrace,
Llanelli
SA15 3DB

Tel: 01554 744202

How to register a death

It is usual for a relative of the deceased to register the death. If there are no relatives then it is possible in certain circumstances for other individuals to register, for example someone who was present at the death or the person who is responsible for organising and paying for the funeral. Please contact the register office for specific advice where a relative will not be able to attend to register.

It is useful to bring the deceased's birth certificate, marriage certificate (where appropriate) and NHS medical card.

The registrar will ask for the following details:

- date and place of death
- full names of the deceased, including maiden name where appropriate
- the deceased's date and place of birth
- the deceased's occupation where appropriate
- if the deceased is a married/widowed woman, the full names and occupation of her husband/late husband
- the deceased's usual address
- if the deceased was married, the date of birth of the spouse
- if the deceased was receiving any pensions or allowances from public funds, including pensions from previous employment or sickness/retirement pensions

Certificates

Two forms for specific purposes will be issued:

- The certificate for burial or cremation, sometimes called the green form. This is the certificate to take to the funeral director so that arrangements can be made for the funeral to take place. In certain circumstances a form will be issued by the coroner.
- The certificate of registration of death, sometimes called form BD8. This is for Department of Work and Pensions purposes. It should be completed and sent to the local DWP office as directed.

Certified copies of the death entry (death certificate) can be purchased from the registrar at the time of registration if they are needed for the following purposes:

- probate or letters of administration
- bank and building society accounts
- life insurance policies covering the deceased
- dealing with stocks and shares owned by the deceased
- applying for a tax rebate

Other useful information: www.gov.uk/browse/births-deaths-marriages/death
www.gov.uk/browse/benefits/bereavement