



All about Registering & the Coroner Process.

It is law that when a loved one passes away you must register their death at the Registry Office within 5 days of the date of death but if the Coroner is involved you cannot register until the Coroner has completed investigation. The following steps in SECTION A will help you to understand what is required and who you need to contact to Register. The information in SECTION B will help you to understand how the Coroner process affects registration and will give you some reassuring background information to the Coroner process. Please do remember that we are here for you to help if you have any questions.

SECTION A

The following steps apply where death occurred from natural causes and the Coroner is not involved. If the Coroner is involved and a post mortem has been advised to establish the cause of death, then please follow the steps in Section B.

Step 1 – Collect the Cause of Death Certificate from your Doctor

If your loved one passed away at home, in hospital or in a nursing home or hospice, the doctor who was treating them (or was their GP) will issue a Cause of Death Certificate. This will be either at the doctor's surgery or at the Hospital, Hospice or Nursing Home and is normally available for collection the day following death. Do telephone or ask the staff at the hospital or nursing home and arrange a time to collect this certificate, so that you are not kept waiting when you go for it.

You cannot register the death without this certificate and must take it with you when you do register.

Step 2 – Decide who will Register the Death and who will accompany them

Usually, the next of kin will Register and will be accompanied by close family members – but sometimes the next of kin may not be well enough to do this and it's important to understand that another relative can do this for them, where there are relatives.

The following people may register a death:

- A relative of the person who has passed away

Where there are no relatives:

- Someone present at the death
- The manager of the home or hospital if he/she knew of the death
- The person making the arrangements with the funeral director (i.e. the executor if there are no relatives)

Please note that a partner who is not married or in a legal civil partnership with the person who has passed away may not register where there are relatives.

Step 3 – Make an appointment to Register the Death

It is necessary to make an appointment – you should not just go to the Registry Office – and you do not want to be kept waiting at a sad time – so do call the number below first. If you wish to also complete Tell Us Once (which ensures that the information is passed to additional agencies such as Passport Authorities, the DVLA, Blue Badge Issuers etc – and does save you time later) it is necessary to state that you would also like to do this when you make the appointment. Sometimes the Registry will give you a form or a web link, so that you can complete Tell Us Once at your leisure. IF you plan to do Tell Us Once at the Registry, you will need to take additional information with you and this is listed in Step 4b.

If the death occurred in the Bradford and Keighley Registration District you may register the death at any of the following offices. Please note that you use the same contact number for Bradford City Hall and the Town Halls at Shipley, Keighley or Ilkley Town Hall.

Register Offices – Addresses and Contact Numbers

Register Office	Address	Contact Number
Bradford City Centre	Bradford & Keighley Register Office Bradford City Hall (Channing Way entrance) Centenary Square Bradford BD1 1HY Mon-Fri 8.30am – 4.30pm	01274 432151
Bradford Royal Infirmary	Bereavement Office Bradford Royal Infirmary Duckworth Lane Bradford BD9 6RJ	01274 364477
Shipley Town Hall	32 Kirkgate Town Centre Shipley BD18 3LT	01274 432151
Keighley Town Hall	Town Hall Bow Street Keighley BD21 3PA Mon-Fri 9.15am – 1pm and 2pm-4.30pm	01274 432151
Airedale General Hospital	Bereavement Office Airedale General Hospital Skipton Rd, Steeton, Keighley, BD20 6TD	01535 652511
Ilkley Town Hall	Ilkley Town Hall Station Road Ilkley LS29 8HB	01274 432151

STEP 4 – Information you will need to Register the Death

To take with you:

You must take with you:

- The ID of the person registering the death (photo ID is preferable (driving license or passport))
- The ID of the person who has passed away (as above, or birth or other registered certificate).
- The Cause of Death Certificate as issued by your GP, or hospital/hospice doctor. (This does not apply where the Coroner has issued and transferred through the Cause Certificate).

The following information must be given to the registrar:

- Date and place of death
- Name and surname of the deceased
- Maiden surname if the deceased was a woman who had been married or in a registered civil partnership
- Date and place of birth

- Occupation
- Name and occupation of spouse if the deceased was married or widowed or a registered civil partner
- Usual address of the deceased
- Whether the deceased was in receipt of a pension or allowance from public funds
- If the deceased was married or in a registered civil partnership
- The date of birth of the surviving widow or widower or civil partner.

The person who registers will sign the entry once the information is input to computer. PLEASE check the information that will be printed for you and ask anyone who accompanies you to also check it, as any mistakes made at this point are not easily rectified once they are recorded on the register – and can hold up the progress of the funeral. It is not uncommon for names to be mistyped or dates transposed.

STEP 4b – Applies only if you have pre-arranged to complete Tell Us Once at the same time as you register. You may opt to do this later online in which case the Register Office will give you the details and a reference number.

This option allows you to register information for multiple organisations, saving you separate contact and update at a later stage.

The additional organisations covered are:

- Local Council Services – Council Tax, Housing Benefit, Blue Badge etc
- State pension
- Income Tax & Tax credit
- National Insurance
- Passport Offices
- Benefits – Dept of Work and Pensions
- Driving License Issue Offices
- Electoral Roll

Pre-book to complete Tell Us Once at the same time as you Register:

Pre-booking is necessary as the completion of Tell Us Once takes longer.

You will need to take the following certificates that belonged to the person who has passed away:

- National Insurance Number
- Driving License
- Passport
- Details of any benefits, housing benefit, tax credits
- Pension Books or Statement
- Details of any Council Services – Housing Benefit
- Blue Badge Details
- Name, address and contact details of Executor (and if they are not present) their written and signed permission.

STEP 5 – Certificates issued when you Register

1) Death Certificates

The Registrar will issue original Death Certificates and please be aware that many agencies do ask to see the original rather than a copy – and banks almost always require an original certificate. These will be copied and returned to you but sometimes may have to be sent into agencies via registered post.

Number of Death Certificates

We normally advise that you purchase a minimum of three original certificates to allow one for keeping and two for transit and viewing by agencies who hold accounts etc.

Cost of Death Certificates

Certificates cost £4 each (correct at 2015) if purchased when you Register. If you later request additional certificates, the cost for re-issue is £7 each (correct at 2014) – so it is worth thinking about how many you require and whether additional family members will wish to keep one.

Payment is acceptable as cash, cheque or debit card.

2) Certificate for Burial or Cremation

This is normally a green form which you should pass to your funeral director as soon as possible. The form is required in the first instance to allow us to bring your loved one into our care. Secondly, we make the form available to the local authority at least 48 working day hours before the funeral – in order for the cremation or burial to go ahead. There is no cost for this form.

3) Certificate for the Department of Work & Pensions

The Registrar will issue this certificate for the person who registers the death to complete and send into the Pensions Department. There is no cost for this form.

SECTION B – How Registering is affected when the Coroner is involved

About the Coroner Procedure

There are many reasons why the Coroner may be involved – all of them ultimately to try to establish the cause of death for the peace of mind of the family. If a person has died after being admitted to hospital but has not been in hospital for 24 hours, the Coroner is often consulted by the hospital doctors, just to discuss their diagnosis and give a second opinion. In this case, the Coroner may be satisfied with the diagnosis and will pass the case back to the doctors to certify. Occasionally the Coroner will decide to carry out post mortem where diagnosis cannot be certain without further examination.

There are other circumstances where the Coroner is required to carry out a post mortem – usually in cases of sudden or unexplained death, where the cause of death is unknown, or where there has not been any treatment from a GP for up to 14 days before death, or where death has occurred during an operation, before recovery from anaesthetic or due to industrial disease. If the usual doctor is not available, then the Coroner will be involved simply to act in the place of that doctor. The Coroner's staff or funeral staff contacted by the Coroner (currently for Bradford D. Walsh & Son) will bring your loved one into the Coroner's care where death occurs during the day and overnight will bring them into care at D. Walsh premises at Manchester Road and then transfer them the following morning to the Coroner's care at the West Yorkshire Forensic Science Mortuary at Burnham Avenue, Bradford 4 where the examination will take place.

We will advise you at each stage and will stay in touch with the Coroner whilst the process and post mortem is completed - usually within 48 hours of the death.

How does Coroner involvement affect Registering?

Registration cannot go ahead until the Coroner has completed examination and has decided that no further investigation is necessary. In most cases, the Coroner is able to find a cause of death and the Coroner's Officer will then call you to give this information and confirm that your loved one may be taken into the care of the Funeral Director. We will also be informed at that time and will bring your loved one into our care.

Once you are told that your loved one is released and that you may register, you should then follow the steps in Part A of this information and make an appointment to register the death.

What if further investigation is required?

If the Coroner cannot find a physical cause and needs to further examine various test results and reports from people involved in care s/he will open what is called an inquest. This simply means that findings will be re-examined at a later date to try to establish a cause at that stage. The opening of the inquest is a meeting and a recording of this intention on paper and normally takes an additional day after the post mortem. The Coroner will then release your loved one from her/his care and will allow the funeral arrangements to go ahead. The Coroner's Officer will inform you and us of this decision.

The actual inquest may take place a few months down the line – but this will not hold up the funeral arrangements. It does however delay full Registering.

How is Registering affected by an Inquest?

You cannot fully register until the Coroner has completed the later inquest. However, for the purpose of sorting out affairs, insurance, informing agencies and closing bank accounts etc., the Coroner will issue an Interim Death Certificate. This document will come to us and we will pass it to you. It has the same legal standing as a Death Certificate – until such time as the inquest is complete and you may then register.