

Registering a death

Please follow this guidance when registering a death in Leeds.

The Doctor will email a copy of the Medical Certificate of Cause of Death to the Register Office. The Doctor will also forward your contact details to the registrar. On receipt of the email from the Doctor, the registrar will contact the next of kin to arrange an appointment. **Please do not call the registrar to make an appointment.**

A death must be registered within five days from the date it occurred. This period can be extended if the Coroner is involved and in some other exceptional circumstances. The registration must take place in the district where the death occurred.

We aim to contact you within 3 days of the date of death.

If you are the next of kin and have not heard from us within 5 days of the date of death, please telephone 0113 2224408 to check we have the paperwork. If we have not received the paperwork you will need to contact the Doctor directly to ask them to forward this.

You will be able to register at one of the following offices;

Merrion House (City Centre)	Armley
Dewsbury Road	St George's (Middleton)
Moor Allerton	Morley
Reginald Centre (Chapelton)	Rothwell
Seacroft	

Please check www.leeds.gov.uk/births-deaths-and-marriages/register-a-death for opening times.

What happens if the death is referred to the Coroner

In some cases, a death will be referred to the Coroner for investigation. The Coroner will contact you once they have completed their investigations. They will also send the relevant paperwork to the registrar who will contact the next of kin to arrange an appointment.

Inquests – if an inquest is held, the Coroner will inform the registrar once the inquest is over and the death will be registered without the need for an informant. If you wish to purchase death certificates after the death is registered, you can do this online at www.leeds.gov.uk/births-deaths-and-marriages/certificates/order-copy-certificates or by calling us (0113 2224408).

Please allow 3 days for the registrar to complete the registration before ordering. Death certificates cost £11 each.

The appointment

When we contact you to arrange an appointment this will be confirmed by email. It is important that you arrive on time for your appointment otherwise we may not be able to see you. The appointment will last approximately 30 minutes.

The registrar will require certain information from you to register the death. This information can be found here www.leeds.gov.uk/births-deaths-and-marriages/register-a-death

It may be helpful to have the following documents available during the registration:

- Passport and/ or Birth Certificate
- Proof of Address i.e. utility bill
- Deed Poll (if applicable)
- NHS Medical Card
- Marriage and /or Civil Partnership Certificates – including any from previous relationships

What documents you will receive from the registrar

Once the registration has been completed the registrar will issue the necessary forms and certificates. Death certificates can be purchased at £11 each and we would ask for payment to be made by debit or credit card.

The registrar will issue the green form (Form 9) which you will need to give to the funeral director.

Tell us Once

This is a service offered by the Department for Work and Pensions (DWP). Tell us Once will contact government and local council services on your behalf, following a death registration. This short information video provides further information

<https://www.youtube.com/watch?v=Xw0Ob59HFEY>

At the end of your appointment the registrar will issue you with a unique reference number so you can use the service online or by phone. For more information visit <https://www.gov.uk/after-a-death/organisations-you-need-to-contact-and-tell-us-once>

To correct a death registration

If you notice a mistake in the registration after the appointment you can apply for a correction. In some cases, the correction will need approval from the General Register Office before the Registrar can change it.

You need to;

- Contact us to discuss the type of correction needed
- Complete an application form stating what the error is and how it was made.
<https://www.gov.uk/government/publications/application-form-to-correct-details-on-a--death-registration>
- Provide documentary evidence showing the correct information
- Return any certificates you previously purchased for destruction.

It costs £75 or £90 to apply for a correction. Replacement copies of the corrected certificate will be sent to you once the correction has been completed.

Leeds Register Office (0113 2224408)
Email: register.headoffice@leeds.gov.uk