

INFORMATION TO BE GIVEN BY THE INFORMANT TO ASSIST WITH THE DEATH REGISTRATION

This template is designed to assist the registration process when registering a death by telephone. It should be completed prior to the registration, so that the information required during the registration is available. The registrar may ask other questions and expand on answers given to ensure that the death is registered as accurately as possible.

Details required	Guidance notes	Deceased details
Date of death		
Place of death	This will be the name of the hospital or nursing home, the name or number of the house, the name of the street and village town etc. If the death took place in an ambulance, car etc, you will need to provide further details – advice will be given by the registrar.	
Name and surname	This should be the name the deceased was known by at the time of his or her death. You should also provide any other names the deceased was currently or previously by.	
Sex	Male or Female	
Maiden surname of woman who has married	If the deceased was a woman, this is the surname in which she contracted her first marriage.	
Date of birth	This should be given as accurately as possible, however if exact date is not known please provide approximate date.	
Place of birth	This should be the town and county (or London borough). If they were born outside of the UK only the country needs to be provided.	
Occupation	This should be the deceased's most recent occupation. You should also tell the registrar if the deceased was retired. The registrar will also wish to know if the deceased was married or in a civil partnership at the time of their death and the names of their spouse or civil partner (and if they are deceased)	
Usual address	This should include the name or number of the house, name of the street and village or town.	

Please note that as part of the process of registering a death by telephone, you will be asked if you wish to pay for copies of death certificates. This will require the registrar to ask you for your preferred payment method, and then process the payment.

If you are not happy to provide the payment details at the point of registration, then you will be able to contact the customer contact centre on 01202 454945 later who can take the payment for you.