

Who can register a death:

- A relative
- A person present at the death
- A legally registered civil partner
- A person responsible for the funeral
- A responsible person from the hospital or home where the person died
- Someone who lives in the house where the person died

Information needed for registration:

• Medical certificate of cause of death
(usually collected from the deceased's Doctors Surgery or Bereavement Suite at the hospital.)

- Date and place of death
- Full names of the deceased at the time of death and any other names which may have been used
- Usual home address and postcode
- Date of birth (for spouse)
- The maiden surname, if the person who died was a married woman or widow
- Occupation of the deceased
- The full name and occupation of the spouse (for a married or widowed woman)
- Either the National Health Service Number, if known, or the medical card
- Details of any pension or allowance from public funds

It would also help the registrar if you could bring the birth certificate for the deceased.

4 THE STREET
WHITE NOTLEY
WITHAM
CM8 1RH
TEL. 01376 583750

30 RAYNE ROAD,
BRAINTREE,
CM7 2QH
TEL. 01376 342266
(24 HOURS)

WWW.GCSFD.CO.UK

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DIRECTORS: BROTHER AND SISTER
MR. JAMES A. COLLINS AND
MRS. GEMMA L. BURDON
(FIFTH GENERATION)

G. COLLINS & SONS
FUNERAL DIRECTORS LTD
EST 1893



REGISTERING A DEATH

Strictly By
Appointment Only

To make an appointment to register a death at any of the registration offices please call

0345 603 7632

Braintree

Braintree Library
Fairfield Road
Braintree
CM7 3YL

Witham

Witham Library
18 Newland Street
Witham
CM8 2AQ

Halstead

Halstead Hospital
Hedingham Road
Halstead
CO9 2DL

Chelmsford

Registrar Office
17 Market Road
Chelmsford
CM1 1GF

Colchester

Stanwell House
Stanwell Street
Colchester
CO2 7DL

Certificates issued by the registrar

- Certificate for Burial or Cremation

(Green) We, your funeral director require this before a burial or cremation can take place. It is then passed on to the appropriate authorities.

We are usually asked to produce this certificate to hospital mortuaries when collecting the deceased.

- DWP Notification of Death

A form to be completed and sent by you, with any benefit or pension details, to the Department of Work and Pensions.

- Certified Copy of an Entry

You can also obtain certified copies of the death entry (the death certificate) at the time of registration. You will need to produce a death certificate when dealing with finances of the person who has died (for example banks, building societies and insurance companies). We would advise that you purchase at least three copies of this. £4.00p for each copy.

Tell Us Once

Tell Us Once is a free service that notifies multiple local and central government departments that someone has died. By telling the registrar this information, they can tell all relevant departments and agencies on your behalf.