

NOT TO BE FILLED IN BY APPLICANT
For Office Use Only

Death

First search

Result

By Date

Check search

Result

By Date

Notes

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Entry to be offered

Action taken

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Fees

Number		APP FORM	
	Full	£	
	Short	£	
	Stat	£	
	Priority	£	
	Other	£	
TOTAL DUE		£	
TOTAL REC'D			
GRAND TOTAL		£	
TOTAL DUE		£	
Refunds / retained fees / postage		£	

REFUND

Refund Schedule No

Cashier/ Completed by Date

Checked by Date


Stamped by Date

Cashier Date

RECEIPT

DEATH CERTIFICATE APPLICATION
NOTES FOR GUIDANCE

HOW DO I APPLY?

-  **In Person :** By taking your application form to the General Register Office. The office is open Monday to Friday 9.30am - 4.00pm (except 1st Tuesday of each month when the office opens at 10am) (Closed Public, Bank and NI Government Holidays).
-  **By Post :** By forwarding the application form and fee to :
The General Register Office
Oxford House
49-55 Chichester Street
BELFAST BT1 4HL
-  **By Telephone :** By telephoning 0300 200 7890 if calling from within the UK or on 028 9151 3101 if calling from outside the UK if you have a credit or debit card. You should have your card with you when you ring as we will require your card number and expiry date.
-  **Online :** **www.nidirect.gov.uk**
-  **By Fax :** On a standard application form to 028 9025 2120.

HOW LONG WILL IT TAKE? - (PLEASE NOTE ALL CERTIFICATES EXCLUDING PRIORITY CERTIFICATES WILL BE ISSUED BY SECOND CLASS POST)

- Personal Applications :** Ready for collection or posting out on the **THIRD** working day after receipt of the application.
- Telephone Applications :** Processed within **FIVE** working days of the application being received, or on request can be collected on the **THIRD** working day.
- Postal/Online Fax Applications :** Processed within **FIVE** working days of the application being received.
- Priority Applications :** Personal applications are ready within **one** hour, if an extra fee is paid. Priority applications received by post, telephone or online will be issued by first class mail, on the day of receipt or telephone applicants requesting collection within one hour. **Please note, for the priority certificate to be dispatched on the same working day, it must be received by 2.30pm if applying by post, telephone or online, and 3.15pm for personal callers and telephone applicants requesting collection at the counter.**

HOW DO I PAY?

- Personal Applications :** You can pay by cash, cheque postal order or credit card.
- Postal Applications :** You can pay by cheque or postal order made payable to 'The Registrar General' or by credit card. **Payment from abroad may be made by cheque, international money order or credit card. Cheque, money order and credit card orders should always be expressed in STERLING. PLEASE DO NOT SEND CASH.**
- Telephone/Online Fax Applications:** You can pay by using a valid Maestro, Visa or Mastercard. Please see certificate fees leaflet GRO 384.

CAN I OBTAIN A REDUCED FEE CERTIFICATE?

Certificates for Education and Library Board / Social Security purposes can be produced at a reduced fee. **Proof from the Social Security Agency / Education and Library Board must be included with this application.**

HELPFUL HINTS

- **We cannot supply copies of death certificates registered outside Northern Ireland;**
- Please complete the address panel overleaf. This is where we will send the certificate;
- Please include the year of the event. If there is insufficient information we will search two years either side of the date supplied;
- Please include the appropriate fee. We cannot process your application unless the correct fee is received – cheques or postal orders should be made payable to 'The Registrar General'.

Searching by GRO Staff

If the search is likely to be too time consuming because of lack of information, we cannot undertake the task. The applicant should conduct the search personally or arrange for someone else to search on their behalf, at The General Register Office, 49-55 Chichester Street, Belfast BT1 4HL.

PLEASE READ THE FOLLOWING NOTES TO HELP YOU COMPLETE THE APPLICATION FORM

THE ATTACHED APPLICATION FORM SHOULD BE COMPLETED IN CAPITAL LETTERS. THE INFORMATION PROVIDED SHOULD BE AS ACCURATE AS POSSIBLE. ALL SECTIONS OF THE APPLICATION FORM SHOULD BE FULLY COMPLETED.

INCOMPLETE APPLICATIONS WILL BE RETURNED

Section 1 Applicant (Person Applying)

- (Box a) Insert the full name of the person applying for the certificate and the address to which the certificate is to be forwarded. A daytime telephone number should be included, where you can be contacted if necessary.
- (Box b) Give the reasons for requiring the certificate ie insurance purposes, family tree etc.
- (Box c) Please state your relationship to the deceased.

Section 2 Details of Certificate Required

Failure to provide full information may prevent GRO from being able to issue information/certificate you have requested.

- (Box a) State the surname and forename(s) of the deceased.
- (Box b) State the deceased's usual address.
- (Box c) State the date of death.
- (Box d) State the place of death. Please note deaths before 1922 are difficult to trace if the place of death is not known.
- (Box e) State the deceased's date of birth or age at the time of death.
- (Box f) Enter the name of the deceased's spouse if he/she was married or widowed at the time of death.
- (Box g) Please state deceased's occupation if known.
- (Box h) If the death occurred within the last three years was the coroner notified? (please tick Yes or No.)
- (Box i) Please note: If the death has not been registered we will be unable to provide a certificate. If deceased is aged 16 or under please enter parent's names.

Section 3 Number and Type of Certificate(s) Required

- Death Certificate** State the number of certificates required. Where two or more certified copies of the same entry are applied for at the same time, the first copy will be charged at the full fee and any additional copies at a reduced fee.
- Statutory Certificate:** A letter issued by the Social Security Agency/Education and Library Board is required **NB. These certificates may only be used for the purposes provided.**
- Search Only Letter:** A search of the registers will be carried out within the **5 year period stated in this application - No certificate will be produced.** However, you will receive a letter stating the outcome of the search.

Section 4 Signature

Please sign and date the form whether or not you are paying by credit card.

Section 5 Payment

- (Box a) Indicate your method of payment - cash (if applying in person) cheque, postal order. Cheques or postal orders should be made payable to the Registrar General. For postal applications please ensure the correct fee is enclosed as refunds cannot be made. **PLEASE DO NOT SEND CASH BY POST.**
- (Box b) Complete this section if you are paying by credit card.

IF YOU HAVE ANY FURTHER QUESTIONS OR REQUIRE HELP WITH THIS APPLICATION FORM. PLEASE CONTACT THE GENERAL REGISTER OFFICE ON THE TELEPHONE NUMBER LISTED OVERLEAF, OR EMAIL gro.nisra@dfpni.gov.uk

Death Certificate Application (Northern Ireland)

* ALL SECTIONS OF THE FORM SHOULD BE FULLY COMPLETED. INCOMPLETE APPLICATIONS WILL BE RETURNED.

- * Please complete Sections 1, 2, 3 in CAPITAL letters and sign at Part 4.
- * This form should only be completed for persons who died in Northern Ireland.

Office Use
 Date / /
 Tie Up Nos.
 Reference no.

Section 1 Applicant (Person Applying)

(a) Applicant's Full name
 Full postal address
 Postcode
 Daytime telephone no.
 email address

(b) Please give reasons for wanting a certificate: ie insurance and benefit purposes etc.

(c) Please state your relationship to the deceased.

For purposes of detection and prevention of crime, information relating to this application may be passed on to other Government or Law Enforcement Agencies.

Section 2 Details of Certificate required

(a) Surname
 Forename(s)
Please note that deaths before 1922 are difficult to trace if the place of death is not known.

(b) Usual Address
 Postcode

(c) DATE OF DEATH (d) Place of death

(e) Date of birth or age at death years

(f) If the person was married or widowed at death, please give the name of spouse.

(g) Occupation (if known)

(h) If death occurred within the last 3 years was the Coroner notified? Yes No If so, has the death been registered?

(i) If the deceased is aged 16 or under please supply the following information

Father's Name	<input type="text"/>
Mother's Name	<input type="text"/>

Section 3 Number and Type of Certificate(s) required

Death Certificate STATUTORY CERTIFICATE Search Only Letter (5 year period)
(Proof from SSA/Education & Library Board required)
(additional copies of the same entry will be charged at the reduced fee)

Section 4 Signature (Must be completed)

Your signature Date

Section 5 Payment

(a) I enclose cash (if applying in person), cheque / postal order for made payable to REGISTRAR GENERAL. (For postal applications please enclose the correct fee as refunds cannot be made.)

(b) or debit my Maestro Visa Mastercard by £ card no. Issue Number (Maestro only)

Cardholders name (CAPITAL letters) expiry date

(Please tick appropriate box)

Please return to: **The Registrar General, Oxford House, 49/55 Chichester Street, Belfast BT1 4HL.**

Name:
 Address:
 Postcode:

PLEASE FILL IN YOUR NAME AND FULL POSTAL ADDRESS ON THE STICKER, TO ASSIST US IN SENDING OUT YOUR CERTIFICATE PROMPTLY.

