

Details Required for Registration of a Death

Official Use Only

Entry No: D20 ____ / ____ / ____ Date Registered: ____ / ____ / ____ Stamp No's: _____
 No of Certs Issued: _____ Amount Trd: £ _____ Change: £ _____
 Type of payment: _____ Signed: _____

- Please read the guidance notes before completing this section.
- This form should be completed in CAPITAL letters and handed to the Registrar. Postal Applications cannot be accepted.

PLEASE NOTE THAT A DEATH REGISTRATION CANNOT BE EASILY CHANGED ONCE COMPLETED

Details of Informant
Name and address of person registering death

Postcode	Tel No

Relationship to Deceased/
qualification of Informant

Details of Deceased

Title First Forename Other Forename(s)

Surname Maiden Name

Sex

Date of death Status (see guidance notes)

Place of Death Postcode

Date of birth Place of birth

Usual Address (if different from place of death) Postcode

Occupation of deceased

If applicable, please give details of the forename(s), surname and occupation of spouse or civil partner

If known, or if the deceased is a child under the age of 16, please give the following details for parents.

	Mother	Father
Forename(s) & Surname	<input type="text"/>	<input type="text"/>
Maiden Name	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>

Name and Address of Deceased's GP

<input type="text"/>
Postcode <input type="text"/>

Declaration

I confirm that the information given on this form is correct.

Informant's Signature

Please note: The Registrar will complete the registration with the details you have provided on this form.

You will then be asked to check and sign the registration.

The registration is the legal record of the death and you should only sign when you are satisfied that the details are correct.

District Registration Offices in Northern Ireland

ANTRIM (Borough Council)	Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB	028 9448 1315
ARDS (Borough Council)	2 Church Street, Newtownards, BT23 4AP	028 9182 4003
ARMAGH (City and District Council)	The Palace Demesne, Armagh, BT60 4EL	028 3752 9615
BALLYMENA (Borough Council)	Ardeevin, 80 Galgorm Road, Ballymena, BT42 1AB	028 2566 0352
BALLYMONEY (Borough Council)	Riada House, 14 Charles Street, Ballymoney, BT53 6DZ	028 2766 0206
BANBRIDGE (District Council)	Council Offices, Downshire Road, Banbridge, BT32 3JY	028 4066 0614
BELFAST (Borough Council)	City Hall, Donegall Square, Belfast, BT1 5GS	028 9032 0202
CARRICKFERGUS (Borough Council)	Museum & Civic Buildings, 11 Antrim Street, Carrickfergus, BT38 7DG	028 9335 1604
CASTLEREAGH (Borough Council)	Civic & Administrative Office, Bradford Court, Upper Galwally, Belfast, BT8 6RB	028 9049 4520
COLERAINE (Borough Council)	Cloonavin, 66 Portstewart Road, Coleraine, BT52 1EY	028 7034 7020
COOKSTOWN (Borough Council)	Burn Road, Cookstown, BT80 8DT	028 8676 2205
CRAIGAVON (Borough Council)	Civic Centre, PO Box 66, Lakeview Road, Craigavon, BT64 1AL	028 3831 2400
DERRY (City Council)	14 Magazine Street, Londonderry, BT48 6HH	028 7126 8439
DOWN (District Council)	Downshire Civic Centre, Downshire Estate, Ardglass Road, Downpatrick, BT30 6RA	028 4461 0825
DUNGANNON (District Council)	Council Offices, 15 Circular Road, Dungannon, BT71 6DT	028 8772 0329
FERMANAGH (District Council)	Town Hall , Enniskillen, BT74 7BA	028 6632 5050
LARNE (Borough Council)	Smiley Buildings, Victoria Road, Larne, BT40 1RU	028 2827 2313
LIMAVADY (Borough Council)	7 Connell Street, Limavady, BT49 0HA	028 7772 2226
LISBURN (City Council)	Island Civic Centre, The Island, Lisburn, BT27 4RL	028 9250 9250
MAGHERAFELT (District Council)	50 Ballyronan Road, Magherafelt, BT45 6EN	028 7939 7979
MOYLE (District Council)	Sheskburn House, 7 Mary Street, Ballycastle, BT54 6QH	028 2076 2225
NEWRY AND MOURNE (District Council)	Newry Town Hall, Bank Parade, Newry, BT35 6HR	028 3026 1512
NEWTOWNABBEY (District Council)	Mossley Mill, Newtownabbey, BT36 5QA	028 9034 0179
NORTH DOWN (Borough Council)	Town Hall, The Castle, Bangor, BT20 4BT	028 9127 8003
OMAGH (District Council)	District Council Offices, The Grange, Mountjoy Road, Omagh, BT79 7BL	028 8224 5321
STRABANE (District Council)	District Council Offices, 47 Derry Road, Strabane, BT82 8DY	028 7138 2204

Why register a death?

By law all deaths occurring in Northern Ireland must be registered in N. Ireland. A death should be registered as soon as possible to allow further arrangements to be made but no later than five days from the date of occurrence except where the matter has been referred to the Coroner.

Where can a Death be registered?

In any District Registrar's Office in Northern Ireland.

What do you need in order to register a Death?

A Medical Certificate of Cause of Death issued by a Doctor who has treated the deceased within twenty-eight days before the date of death. If the deceased had not been seen by a doctor within that period or where the death was not caused by a natural illness the case would have been referred to the Coroner – the Registrar or Funeral Director will advise you.

Death referred to Coroner

If a death has been referred to the Coroner, funeral arrangements should not be made before the consent of the Coroner has been obtained.

The death can be registered and a death certificate issued only after the Registrar has received the necessary certificate from the Coroner.

When the Registrar's office receives the appropriate form they will contact a relative of the deceased and ask them to call and register the death.

What does it cost to register a death?

There is no cost for registering a death. The only charge will be for the Death Certificate(s), if required.

For deaths registered on or after 17th December 2012, there will be two types of certificates available. A full death certificate which shows the cause of death and a short certificate which does not show the cause of death. Both types of certificate cost the same.

REGISTRATION OF A DEATH

NOTES FOR GUIDANCE

Who can register a Death?

- Any relative of the deceased who has knowledge of the details required to be registered (this includes a relative by marriage/civil partnership).
- A person present at the death.
- A person taking care of the funeral arrangements.
- The executor or administrator of the deceased's estate.
- The governor, matron or chief officer of a public building where the death occurred.
- A person living in and responsible for a house, lodgings or apartments where the death occurred.
- A person finding the body, or a person taking charge of the body.

What information will you need to give the Registrar?

- Full forename(s) and surname of the deceased.
- Date and place of death and usual address.
- Status (single, married/civil partner, widowed/surviving civil partner or divorced/civil partnership dissolved).
- Date and place of birth.
- The forename(s), surname and occupation of spouse or civil partner.
- If known, or if the deceased is a child under the age of 16, please give details of parents.
- Maiden surname (if the deceased was a woman who had been married or in a civil partnership).
- The Medical Certificate of Cause of Death.
- The name and address of the deceased's GP.
- Details of any pension (apart from a state pension) that the deceased may have held.

What will the Registrar give you?

Once the registration is completed, the Registrar will issue the following forms: -

- GRO 21 which permits the burial or cremation to take place,
- Form 36 for production to the Social Security Offices regarding benefits and
- Any certificates you may have purchased.

Please Note

Information collected on this form is used for the preparation and supply of statistical information by the Registrar General. For purposes of detection and prevention of crime, information collected may also be passed on to other Government or Law Enforcement Agencies.