

Details Required for Registration of a Death

Official Use Only

Entry No: D _____

Date Registered: ____/____/____

No of Certs Issued: _____

Please read our privacy notice to see how we use and protect your personal information at:

www.finance-ni.gov.uk/publications/nisra-privacy-notice

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

Details of Informant Name and address of person registering death			Postcode:
	Tel No:	Email:	
	Relationship of Informant		

Do you want death certificates produced in: English Irish Bi-lingual English/Irish

Details of Deceased

Title		First Forename		Other Forename(s)	
Surname			Maiden Name		
Sex	Male/Female	Status: Single, Married/Civil Partner, Widowed/Surviving Civil Partner, Divorced/Civil Partnership dissolved (<i>delete as appropriate</i>)			
Date of Death	/ /	Place of Death	Postcode:		
Date of Birth	/ /	Place of Birth			
Usual Address	(if different from place of death)				Postcode:
Occupation of Deceased				Retired	Yes / No

Please give the following details of spouse or civil partner (If marital status is single or divorced please proceed to next section)

Forename(s)		Surname	
Maiden name (if applicable)		Occupation / Previous Occupation	Retired Yes / No

Please also provide the Name and Address of Deceased's GP

Postcode

The following section must be completed if the deceased is a child under the age of 16. However, you may also wish to have the following details recorded for genealogical purposes.

	Mother	Father/Second Female Parent
Forename(s) & Surname		
Maiden Name		
Occupation		

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

DISTRICT	OFFICES	ADDRESS	Tel No.
ANTRIM & NEWTOWNABBEY	ANTRIM	Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB	028 9448 1315
	NEWTOWNABBEY	Mossley Mill, Newtownabbey, BT36 5QA	028 9034 0179
ARDS & NORTH DOWN	BANGOR	Town Hall, The Castle, Bangor, BT20 4BT	028 9127 8003
	NEWTOWNARDS	2 Church Street, Newtownards, BT23 4AP	028 9182 4003
ARMAGH CITY, BANBRIDGE AND CRAIGAVON	ARMAGH	The Palace Demesne, Armagh, BT60 4EL	028 3752 9615
	BANBRIDGE	Council Offices, Downshire Road, Banbridge, BT32 3JY	028 4066 0614
	CRAIGAVON	Civic Centre, PO Box 66 Lakeview Road, Craigavon, BT64 1AL	028 3831 2400
BELFAST	BELFAST	City Hall, Donegall Square, Belfast, BT1 5GS	028 9032 0202
CAUSEWAY COAST AND GLENS	BALLYCASTLE	Sheskburn House, 7 Mary Street, Ballycastle, BT54 6QH	028 2076 1657
	BALLYMONEY	Riada House, 14 Charles Street, Ballymoney, BT53 6DZ	028 2766 0206
	COLERAINE	Cloonavin, 66 Portstewart Road, Coleraine, BT52 1EY	028 7034 7021
	LIMAVADY	7 Connell Street, Limavady, BT49 0HA	028 7776 0309
DERRY CITY AND STRABANE	DERRY	14 Magazine Street, Londonderry, BT48 6HH	028 7125 3253
	STRABANE	District Council Offices, 47 Derry Road, Strabane, BT82 8DY	
FERMANAGH AND OMAGH	OMAGH	District Council Offices, The Grange, Mountjoy Road, Omagh, BT79 7BL	0300 3031777
	ENNISKILLEN	County Buildings, 15 East Bridge Street, Enniskillen, BT74 7BW	
LISBURN CITY AND CASTLEREAGH	CASTLEREAGH	1 Bradford Court, Upper Galwally, Belfast, BT8 6RB	028 9250 9270
	LISBURN	Civic Headquarters, Iagan Valley Island Lisburn, BT27 4RL	028 9250 9263
MID AND EAST ANTRIM	BALLYMENA	Ardeevin, 80 Galgorm Road, Ballymena, BT42 1AB	028 2826 2463
	CARRICKFERGUS	Townhall, 11 Antrim Street, Carrickfergus, BT38 7DG	
	LARNE	Smiley Buildings, Victoria Road, Larne, BT40 1RU	
MID ULSTER	COOKSTOWN	Burn Road, Cookstown, BT80 8DT	0300 0132132
	DUNGANNON	Council Offices, 15 Circular Road, Dungannon, BT71 6DT	
	MAGHERAFELT	50 Ballyronan Road, Magherafelt BT45 6EN	
NEWRY, MOURNE AND DOWN	DOWN	Downshire Civic Centre, Ardglass Road, Downpatrick, BT30 6RA	033 0137 4041
	NEWRY	Newry Town Hall, Bank Parade, Newry, BT35 6HR	

Why register a death?

By law all deaths occurring in Northern Ireland must be registered in Northern 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.

Certificate language

You should use the tick box to indicate the language that you want death certificates to be produced in, this can be English, Irish or bi-lingual English/Irish.

If you decide to opt for an Irish or bi-lingual certificate the headings will be shown in Irish or bi-lingual English/Irish with the content, the details regarding the death, in English.

Please note that once the selection has been made, all future death certificates will be produced in this language.

Please Note

Information collected on the registration 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 and approved organisations.

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.
- Occupation of the deceased.
- If the deceased is a child under the age of 16, details of parents. If the deceased is over 16, you may wish to have the parents' details recorded for genealogical purposes.
- 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 Northern Ireland Civil Service or Teacher's 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;
- A BSFS1 leaflet regarding the DfC Bereavement Service and;
- Any certificates you may have purchased.

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