

## **Somerset Registration Service Registration of Death**

**0845 345 9144**

### **How to Register a Death in Somerset**

The death should normally be registered within 5 days

You will be handed a Certificate of Cause of Death in a sealed envelope completed by the Doctor, unless it has been necessary to undertake a post mortem and involve the Coroner.

You must then take the confidential envelope to the Registration Office. Some offices operate an appointment system.

If the coroner has been involved, please contact the Register Office to ensure the Registration Officer has the necessary documents.

### **Who may register the death**

A relative, or if there are no relatives, the person responsible for making the funeral arrangements.

### **Information you will need to provide**

1. Full name of the deceased, including the maiden surname of a married woman.
2. Marital status.
3. Date and place of birth. If born outside the UK then just the country of birth.
4. Last occupation and if married or widowed, name and last occupation of spouse.
5. The date of birth of surviving husband wife or civil partner.
6. Whether the person was receiving a pension from any government department apart from the state pension.
7. The deceased person's medical card or NHS number if available.

## **Following Registration of a death**

**Green Form** should be passed to your undertaker to enable the funeral arrangements.

**White Form (BD8)** should be completed on the reverse then posted, with the deceased's state pension, if applicable, in the envelope provided by the Registration Officer. The completed form will enable the Department for Work & Pensions to determine whether any pension payments, allowances, widow's pension etc. are due.

**Death Certificates** are Crown Copyright and should not be photocopied. The cost of the certificates depends on when the death occurred. Please contact your local Register Office for details or visit [www.somerset.gov.uk](http://www.somerset.gov.uk)

### **Probate**

If you have decided not to employ a legal advisor you may need to establish if Probate (proving will validity) is required.

Probate & Inheritance Tax helpline 0845 302 0900

[www.courtservice.gov.uk](http://www.courtservice.gov.uk) (click 'forms & leaflets')

**There are certain organisations that you may need to inform:**

Inland revenue  
Local Council  
Banks/Building Societies  
Insurance Companies  
Utility Companies

**There are certain items you may need to return:**

Driving Licence to DVLA, Swansea  
Passport for cancellation  
Library Books etc