

LIVING GRIEF

Let's talk about grief...

Death registration process (From March 2022)

The death registration process has recently changed.

The information in this leaflet will help you understand how to complete the death registration process in Suffolk and Norfolk, listing the steps that need to be followed.



Death registration process

The death registration process has changed as a result of the expiry of the Coronavirus Act 2020. Some changes which had taken place during the height of the pandemic have now changed back to previous practice. These changes take effect from 25 March 2022.

Please see the below steps that need to be followed.

1. If the death has taken place in the community, once the Medical Certificate of Cause of Death has been completed, the GP will scan and send this to the Registry Office.

If the death has taken place in the hospice Inpatient Unit or a St Elizabeth Hospice bed in Beccles Hospital, the hospice doctors will usually be able to complete the necessary paperwork.

As of mid-2022, the Medical Examiner, who is an independent senior doctor, will review the care of the person that died along with the doctor issuing the Medical Certificate of Cause of Death.

They will contact the person's relatives, usually within one working day, to answer any questions they may have about the last episode of care.

Once these discussions have taken place, it will then be possible for the Medical Certificate of Cause of Death to be issued, or if necessary make a referral to HM Coroner.

If a Coroner's investigation is required, the GP/hospice doctors will not be able to issue any paperwork and the Coroner's office will be in contact with you to discuss the next steps.

Once the Medical Certificate of Cause of Death has been completed, the hospice will send it to the Registry Office.

If cremation papers are also required, the person who issues the Medical Certificate of Cause of Death will usually be able to arrange these.

2. **Depending on where the person died**, not their place of residence, a person known to the deceased must then arrange to register the death in a register office in that country.

To find out more about registering a death or to find your local register office, visit: www.gov.uk/register-a-death

Due to the high volume of telephone calls received, it is advised that you use the webpage if you can. The webpage explains how the process will work.

3. The registrar will notify your funeral director once the registration is complete and send an authorisation form to the crematorium or burial authority to enable them to proceed with the burial or cremation. This is sometimes referred to as a "green form".

You may wish to take the green form away and deliver it yourself. You will also be given a reference number for the Tell Us Once service.

You can order additional Death Certificates at the time of registration, or online after the appointment. Each certificate costs £11* including postage. Please visit the following links for Suffolk and Norfolk respectively:

www.suffolk.gov.uk/births-deaths-and-ceremonies/apply-for-a-copy-of-a-birth-marriage-or-death-certificate

or

www.norfolk.gov.uk/births-ceremonies-and-deaths/copy-certificates

If you do not have access to the internet to order certificates, the registrar will take your order (and pay using a debit/credit card) over the phone.

* Price correct at time of print.

How much **does it cost?**

All emotional and spiritual wellbeing services at St Elizabeth Hospice are free. St Elizabeth Hospice is a registered charity and relies on gifts and donations to carry out its work. Because of people's generosity we are able to offer bereavement support free of charge to the relatives and friends of hospice patients.

Tell us what you think

Hearing about your experience of St Elizabeth Hospice can help us to improve our services and provide better care and support for those who need it.

To make a comment or complaint, or to compliment us on something we've done well, please write to us or visit stelizabethhospice.org.uk

Contact **us**

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