

LIVING GRIEF

Let's talk about grief...

Death registration process (From September 2024)

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

Please see the below steps that need to be followed.

1. If the death has taken place in the Ipswich hospice Inpatient Unit or a St Elizabeth Hospice bed in Beccles Hospital, the hospice doctors will usually be able to complete the initial Medical Certificate of Cause of Death.

If the death has taken place in the community, the GP or doctor who has most recently seen the person will complete the necessary paperwork.

The Medical Examiner (ME), who is an independent senior doctor, will then 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 direct to the registry office, or if necessary make a referral to HM Coroner.

There is no longer a requirement for additional paperwork if a cremation is planned.

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.

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 county.

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. In most circumstances, when you register a death, the registrar will give you an authorisation certificate.

You should give this form to your funeral director as the funeral cannot take place without it.

In certain circumstances when a coroner is involved, no form will be issued. 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 £12.50 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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