

Death registration guide

Dealing with the loss of a loved one and arranging a funeral is never easy especially as there are so many people to contact. Hopefully this guide will help a little and planning ahead can make matters a little easier.

Planning ahead:

If a family member is not expected to live, nominating one relative to deal with the doctor and death registration will really help. You may want to choose a funeral director in advance too.

Contact the doctor/surgery or hospital:

When someone dies the **Medical Certificate Cause of Death (MCCD)**, issued by the deceased's GP practice or hospital doctor, is needed. This details the cause of death and when the deceased was last seen.

The MCCD needs to be sent by the doctor to the Registration Team (all GP practices have the details) along with the name, email and phone number of the relative who will register.

Book an appointment to register:

Once the MCCD has been checked by the Registrar, an automated email with a link will be sent to the named relative to book a death registration appointment online or by calling 01908 372101 during office hours. A death should be registered within 5 days.

If you cannot find a suitable appointment, please book the next available one and telephone the contact centre to see if you can be seen any earlier. Sadly, they are unable to support all requests.

Appointments are face to face and held at the Milton Keynes Register Office. Registration remains a verbal process and therefore the Registrar must take the information directly from the relative.

Getting the funeral paperwork:

After a death is registered the “green” form to allow a funeral to take place will be sent directly to the funeral director and burial authority. Any copy certificates purchased will be issued.

For cremations further Medical Referee paperwork is required, and your Funeral Director/Cremation Authority will ask for these for you.

What may delay a registration:

Sometimes the doctor, Medical Examiner or the Registrar need to refer the death to the Coroner, in these cases an appointment cannot be made until the Coroner has investigated and decided the course of action needed. This could be because:

- The death was unexpected
- The cause of death is one that requires referral to the Coroner or the General Register Office
- The deceased's doctor has not seen them in the 28 days before death or after death

In these cases, the Registrar cannot register a death until the Coroner provides paperwork to be used along with the MCCD or instead of it (e.g. after a postmortem or inquest). This can delay matters, but the Coroners Officer will keep in contact with the next of kin.

If the Coroner is investigating the death, they may release the body and issue burial paperwork before the registration is completed.

Booking a funeral:

Please speak to your funeral director or directly to the Bereavement Team at Crownhill Crematorium to discuss funeral arrangements. A provisional date for the funeral can be booked but cannot be confirmed until registration has taken place/or Coroners have issued paperwork.

All burial requests need to be raised before 11am. Graves can only be dug before 3pm and burials can only be conducted in daylight hours up to 6pm.

Medical Examiner

At the hospital, all deaths must be scrutinised by the Medical Examiner (ME) before the MCCD can be sent to the Registration Team. The ME or their Officer will discuss the cause of death with the relative, and any concerns they may have, before releasing the MCCD. Please ensure the ME has the relative's details who will be dealing with the registration. This will apply to community deaths in the future.

Out of England

The Coroner can issue an Out of England order but only after registration has taken place and copy certificates are available.

Weekends and Bank Holidays:

If a death occurs over a weekend it may not be possible to get the paperwork from the doctor or Medical Examiner and so the death registration would need to wait. If a MCCD can be issued and scrutinised, and a funeral is able to go ahead, the registration team will do their best to help. See our website for details.

What will the Registrar ask:

- The deceased's full name, including any middle names
- The date and place of death (full address and postcode)
- Their marital status (married, civil partner, widow/widower, surviving civil partner, single or divorced)
- Maiden Surname (if applicable) – this is the name they used before their first marriage
- Any other names they were known by or used
- Their legal gender
- Their date and place of birth (town and county/London borough or county of birth or, if born outside of the UK, the country of birth)
- Their last full-time occupation (job role and industry) and if they were retired
- Their full usual address (this can be a Care Home)
- Their National Health Service (NHS) number (if you have the details)
- If they were married or in a civil partnership, the full name, date of birth and last job title of their spouse
- Your relationship to the deceased – (e.g. son, sister, widow/widower). If you are not related by blood, marriage or adoption please see our website for more information
- Your full name and address
- If you were present at the death
- The funeral director's details (name and contact details)
- If the deceased will be buried or cremated and the name and location of the burial or cremation

Please bring documents to support the above details to the appointment.

Declaration:

If you are not able to get to the district where the death happened, you can make an appointment to visit your local register office to make a ‘declaration’. They will then send the details to the relevant Registrations Team to register and issue the required documents.

Steps to follow:

Before a death can be registered the following need to be considered:

1. Did the death occur within the Milton Keynes registration District?

We can only register deaths occurring within this area.

2. Is the doctor available to issue a Medical Certificate Cause of Death?

This is the deceased's GP from their surgery or the hospital who has treated/seen them in their last illness within 28 days or after death. All still births require Coroner approval as do some other causes of death/or where the deceased has not been seen by the treating doctor – the doctor and Coroner will advise on how to progress. Registration cannot proceed until this is completed.

3. If the Coroner is not involved, is the Medical Examiner (and Medical Referee for cremations) available to scrutinise the MCCD/issue the required forms to Registrars and burial authorities?

All deaths in England & Wales must be scrutinised where a system is in place. This will become a statutory requirement for all deaths from late 2022.

4. If 1-3 can be met, then the doctor or ME will send the MCCD directly to the register office. The Registrar will need to check this is complete and acceptable with the General Register Office requirements as some causes of death must be checked with them or may still need referral to the Coroner.

5. If all checks are fine the MCCD will be approved and an appointment to register the death can be made.

If the doctor/ME provided the relative's name, contact email and contact number they can book via the link emailed or call 01908 372101 to book the next available appointment.

6. If you cannot find a suitable appointment, please book the next available one and then ask the contact centre to send the Registrars team a message to see if we can fit you in any earlier.

Sadly they are unable to support all requests.

7. Come to your booked appointment. Please arrive promptly.

The relative will need to provide details about the deceased and themselves to complete this legal record. Paperwork for the funeral will then be sent directly to the funeral director and burial authority. Any copy death certificates purchased will be issued. Please note, if an Out of England is required, we cannot issue paperwork after registration, you will need to speak to the Coroner's Office.

Corrections:

The person registering the death is responsible for making sure that all the information supplied to the Registrar is correct as this is a legal document. It is important that they check all the information carefully, paying particular attention to the spelling of names and places as well as dates. If, after the registration has been completed, an error on the registration is subsequently noticed you will need to pay a fee for the consideration of a correction. The vast majority of corrections require the authority of the Registrar General.

Sadly, there will be times when the MCCD is not acceptable or the team have no availability to register or organise a burial. We ask for your patience and understanding at these times as we really do all we can to help.

Contacts:

Make a note of GP and Practice details (or hospital contacts and their Bereavement Team).

Burial Authority and Crematorium for Milton Keynes

01908 568112 or crownhill@milton-keynes.gov.uk

Milton Keynes Registration Service

01908 372101 or registrars@milton-keynes.gov.uk

Milton Keynes Coroners Service

01908 254327 or coroners.office@milton-keynes.gov.uk

The Register Office

Civic, 1 Saxon Gate East,
Central Milton Keynes MK9 3EJ

01908 372101
registrars@milton-keynes.gov.uk

M19209 - March 2022



Death registration guide for families

To help plan ahead and explain the registration process

www.milton-keynes.gov.uk/registrars