

INFORMATION REQUIRED TO REGISTER A DEATH

This template is designed to help ensure that all the appropriate information is collected, so that you can give it to the registrar during the telephone appointment.

Details Required	Guidance Notes	Deceased Details
Date of Death		
Place of Death	<ul style="list-style-type: none"> • This will be the name of the hospital or nursing home, the name or number of the house, the name of the street and village town etc. • If the death took place in an ambulance, car etc then you need to provide information about the locality of the vehicle when the death occurred and the intended destination. 	
Name and Surname	<ul style="list-style-type: none"> • This should be the name they were known as at the time of his or her death. • You should also establish if they are known by any other name currently or previously. • You need to record those details together with some notes as to the circumstances to help the registrar ascertain how to record the information in the entry. 	
Sex	Male or Female	
Maiden surname of woman who has been married / civil partnership	This is the surname in which a woman contracted her (first) marriage or Civil Partnership.	
Date of Birth	Please provide approximate dates if exact date not known.	
Place of Birth	Town and county/London borough or country of birth and only country if born outside UK.	
Occupation	<ul style="list-style-type: none"> • Provide as much information as possible relating to job title for the most recent occupation. • Please also record whether the deceased was retired. 	
Marital Status	<ul style="list-style-type: none"> • This will be the marital status of the deceased at the time of his or her death. • Single (never married or in a civil partnership), Divorced, Husband or Wife, Widow or Widower, Civil Partner or Surviving Civil Partner 	
Spouse/Civil Partners Name and Surname	This should be the name and surname of the deceased's spouse or civil partner.	
Spouse/Civil Partners Occupation	Provide as much information as possible relating to the job title for the most recent occupation and if retired.	
Usual Address	<ul style="list-style-type: none"> • This should include the name or number of the house, name of the street and village or town. • Where the death occurred in a hospital the deceased's usual address should be recorded. 	