

Certificates

After the death has been registered the Registrar will issue you with two certificates alongside any death certificates you may require.

A certificate for burial or cremation: (Form 9 or also known as the “green form”)

This is for you to take to the funeral director so that the funeral can take place. In some circumstances this is issued by the coroner.

A certificate of registration of death: (Form BD8/344)

This form is for Department of Work and Pensions purposes. Please read the back of the form in your own time and then complete and return it to the Department of Work and Pensions or your local Job Centre Plus. (This form will only be issued if TUO has not been used)

Standard Death Certificate:

You may also need to purchase some death certificates. A death certificate is a certified copy of the entry in the death register. The Registrar will advise you on the number of certificates which you may need. These may be required by banks, building societies, solicitors or for pension and some insurance claims.

There is a small fee charged per death certificate issued.

If there are any questions which are not answered within this leaflet then please do not hesitate to contact us:

Isles of Scilly Register Office
St Mary's
Isles of Scilly
TR21 0JL

Telephone: 01720 424321

Email: registration@scilly.gov.uk

Website: www.scilly.gov.uk

If you require this information in another format please contact:

Town Hall, St Mary's, Isles of Scilly,
TR21 0NA

Tel: 01720 424000
Email: enquiries@scilly.gov.uk



Council of the Isles of Scilly

Isles of Scilly Registration Service

Registering a Death

Before a death can be registered

A death must be registered by the Registrar of Deaths for the district in which the death occurred.

A death should be registered within 5 days, unless the Registrar says that this period can be extended.

To prevent any unnecessary waiting the Isles of Scilly Registration Service operate an appointment system. Please contact the Registrar to make an appointment as soon as the Medical Certificate of Cause of Death has been issued by a doctor, who may be either the general practitioner or a hospital doctor.

Please take this certificate with you when you attend the Register Office.

How to Register a Death

It is preferred that a relative of the deceased registers the death. If there are no relatives then it is possible for someone else such as someone present at the death, a senior administrator of the establishment in which the death occurred or the person instructing the funeral director to do so.

You should allow approximately 45 minutes for the registration although in some circumstances the Registrar may have to refer back to the doctor who signed the Medical Certificate of Cause of Death or the Coroner resulting in further time being necessary.

The Registrar will require the following information

- The date and place of death
- The full name of the deceased (and maiden name where appropriate)
- The date and place of birth of the deceased
- The deceased's occupation and the full name and occupation of their spouse or civil partner
- Whether the deceased was in receipt of a pension from public funds
- If the deceased was married or had a civil partner, the date of birth of the surviving spouse or civil partner
- The deceased's National Health Service number (if known)
- In addition to the above the Registrar will need payment for any death certificates required (cheque or postal order if registering by declaration)

Coroners

In some circumstances the death will be referred to the Coroner. The Coroner may do one of three things:

1. Decide that no action is necessary and issue a form to the Registrar to enable them to undertake the registration. You will still need the medical certificate of cause of death from the doctor.
2. Decide to hold a post-mortem examination, in which case a form 100 will be issued by the Coroner to be used instead of the medical certificate.
3. Decide to hold an inquest. The Coroner's office or registrar will advise you what to do in these circumstances.

Registering a death by declaration

If the death occurred on the mainland you can give details of that death in person to the Registrar here on the islands who will take a declaration of the particulars required.

In this case any forms and death certificates will be issued by the Registrar in whose district the death occurred in and posted on to you.

If you chose to register a death by declaration, the process will be longer as you will need to allow for postage and receipt of the documents before arranging the funeral

As soon as you know that the Medical Certificate of Cause of Death has been issued by a general practitioner, hospital doctor or coroner contact your local register office and explain that you wish to make a declaration to register the death. Your local register office will then contact the Register Office of the district in which the death occurred and arrange for a copy of the necessary paperwork to be faxed to them.

Once the Registrar has this information an appointment will be made for you to give details of the death by making a declaration.

On completion of the declaration, all paperwork will be sent by first class post to the Register Office in the district in which the death occurred together with the fees for any death certificates you may require.

Once the death has been registered any certificates & the form for burial/cremation (if applicable) will be forwarded to you. If you choose to use the TUO service this can done at the time of declaration.