



W.A. TRUELOVE

 & SON LTD

What to do when Somebody Dies

FUNERAL DIRECTORS
& MONUMENTAL CRAFTSMEN

Serving the Local Community since 1885

Deaths Occurring in a Hospital or Hospice

If the deceased had been receiving treatment in hospital as an in-patient and the cause of death is known, the doctor or consultant treating them will sign the ***Medical Certificate for Cause of Death***

The bereavement office or patient affairs department at the hospital will contact the deceased's next of kin or representative to inform them when the Medical Certificate is ready for collection.

In addition to the Medical Certificate, there will be a ***'Notice to Informant'***, which lists those qualified to register the death and an ***'authorization' (removal order)*** which should be given to the funeral director, permitting them to transfer the deceased to their care.

The Medical Certificate is required by the ***Registrar of Births and Deaths*** before registration can take place.

Registration must take place in the district where death occurred within 5 days (unless permission is obtained from the registrar to exceed this), it is advisable to make an appointment.

If, due to distance, attendance at the local registrar's office is not possible, registration can be attended to at a more convenient office by ***'Declaration'***, however, this may cause a delay with the funeral arrangements.

The registrar will issue a certificate for burial or cremation (green form) which will need to be given to the funeral director. The registrar will also be able to provide (for a fee) a Certified Copy of Entry, commonly known as the 'Death Certificate'. It is advisable to purchase at least two of these, one to keep and others to send to insurance companies, pension providers, banks etc as these establishments will not usually accept a photocopy.

Expected death occurring at Home or Nursing Home

If death occurs at home or a nursing home, it is prudent to delay calling a funeral director until a **qualified** person has pronounced 'life extinct', e.g. G.P. duty doctor or nursing staff, even after this has been attended to, there is no necessity to call a funeral director immediately, you can give yourself or others, time to say goodbye.

If, as in the case of a hospital, death was expected, the **Medical Certificate for Cause of Death** will be completed by the deceased's G.P. and will either be left at the place of death or available for collection from the surgery, along with the '**Notice to Informant**'.

When the Medical Certificate has been obtained, the registration procedure is the same as explained previously.

Items you need to take to the Registrar *are the deceased's*

Medical Certificate for cause of death

If possible, NHS Medical Card

Birth and marriage certificate

The Registrar will want to know

Date and place of death

The deceased's full name and maiden name

The deceased's last address

Date and place of birth

If married: Date of birth of spouse

Married Woman: Full name and occupation of spouse

Whether deceased was in receipt of pension or
other DWP benefits

Unexpected or Unnatural Deaths

If the deceased has not been attended by either a hospital doctor or their own GP within fourteen days prior to death, the coroner will be notified.

By notifying the coroner, it does not necessarily mean that a post-mortem examination will be performed. It may be that the deceased was very unwell but expected to live longer. The coroner's officer will initially contact the deceased's doctor, and discuss the patient's history. If the coroner's officer is satisfied that the death occurred as a result of the illness they were being treated for, they will allow the doctor to sign the ***Medical Certificate for Cause of Death*** and the registration can proceed.

If the death is reported to the coroner and there has been no recent history of ill health, a post mortem examination would be required to determine the cause of death. When the cause has been established, the coroner will notify the registrar and the deceased's representative, and registration can take place.

If the funeral is to be arranged for cremation, a green form will not be issued, the relevant form will be collected by the funeral director when the deceased is collected. If the funeral is to be a burial, after the coroner has notified the registrar, registration has to be attended to and the green form will be issued.

If the death was 'unnatural' the coroner will order an inquest. An inquest is a legal inquiry to establish the facts relating to the cause and circumstances of the death. The inquest will usually be opened and adjourned to a later date to enable the funeral to take place but registration will not take place until the inquest has been closed and this will be performed by the coroner.

Local Registrars

Guildford

Artington House
42 Portsmouth Road
Guildford
GU2 4DZ
0300 200 1002

Kingston

Guildhall
High Street
Kingston-Upon-Thames
KT1 1EU
020 8547 4600

Leatherhead

The Mansion
70 Church Street
Leatherhead
KT22 8DP
0300 200 1002

Merton

Morden Park House
Morden Park
London Road
Morden
SM4 5QU
020 8274 5777

Reigate

Reigate Library
Bancroft Road
Reigate
RH2 7RP
0300 200 1002

Weybridge

Rylston
81 Oatlands Drive
Weybridge
KT13 9LN
0300 200 1002

Sutton

25 Worcester Road
Sutton
SM2 6PR
020 8770 6790



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CATERHAM OFFICE

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Caterham CR3 6RE
t: 01883 345 345
e: caterham@watltd.co.uk

CHEAM OFFICE

31 High Street,
Cheam SM3 8RE
t: 020 8642 3300
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COULSDON OFFICE

55 Chipstead Valley Road,
Coulsdon CR5 2RB
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e: coulsdon@watltd.co.uk

DORKING OFFICE

215 High Street,
Dorking RH4 1RU
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e: dorking@watltd.co.uk

EPSOM OFFICE

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Epsom KT17 4AB
t: 01372 723 337
e: epsom@watltd.co.uk

FETCHAM OFFICE

105 The Street,
Fetcham KT22 9RD
t: 01372 388 400
e: fetcham@watltd.co.uk

LEATHERHEAD OFFICE

55 Church Street,
Leatherhead KT22 8EP
t: 01372 370 100
e: leatherhead@watltd.co.uk

MITCHAM OFFICE

Donald S. Drewett & Sons
49/51 Upper Green East,
Mitcham CR4 2PF
t: 020 8648 2905
e: mitcham@watltd.co.uk

MORDEN OFFICE

254 Martin Way,
Morden SM4 4AW
t: 020 8540 6667
e: morden@watltd.co.uk

MOTSPUR PARK OFFICE

357 West Barnes Lane,
Motspur Park KT3 6JF
t: 020 8949 6677
e: motspurpark@watltd.co.uk

REIGATE OFFICE

26 Church Street,
Reigate RH2 0AN
t: 01737 221 409
e: reigate@watltd.co.uk

SUTTON OFFICE

22 Mulgrave Road,
Sutton SM2 6LE
t: 020 8642 0089
e: mulgraveroad@watltd.co.uk

WALLINGTON OFFICE

107 Stafford Road,
Wallington SM6 9AP
t: 020 8647 1032
e: wallington@watltd.co.uk

WORCESTER PARK OFFICE

350/352 Malden Road,
Worcester Park KT4 7NW
t: 020 8335 3100
e: wpark@watltd.co.uk

MONUMENTAL DEPARTMENT

3 Langley Park Road,
Sutton SM1 4TB
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e: masons@watltd.co.uk