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B. INCE FUNERAL

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Death Registration What you need to do

The death must be registered **within 5 days** if it hasn't been referred to the coroner. If the coroner is involved a Coroner's Officer will advise you when you are able to make an appointment.

1. The first step is to get in contact with the relevant Doctor's Surgery and doctor to ask that the Medical Cause of Death Certificate is completed. (The doctor will scan the Medical Cause of Death Certificate and send it electronically to **Dudley Register Office.**)
2. Once you have been informed from the GP and/or Coroner that the Registrar has received the paperwork you can book an **appointment online**. This will provide you with the best opportunity to choose the location and date and time to register the death.
<https://eregistrars.dudley.gov.uk/eRegistrar/>
If you do not have access to the internet the register office can be contacted on 0300 555 2345.
3. You can then attend the register office at your chosen appointment time. There are **two register offices** in the Dudley borough. One is located in **Stourbridge** at The Thomas Robinson Building and the other is located in **Dudley** at Priory Hall. The registrar will require the following information: The date and place of death, the address of the person, their full names (including the maiden name of a married woman), where they were born, their occupation, details relating to their wife, husband or civil partner, whether they had any government pension or other benefits. It might also be useful to know the national insurance number and NHS medical number of the person that has sadly passed away.
4. During the appointment you might also be given the opportunity to purchase copies of the death certificate which are available for £11. You will need these to settle financial matters such as any claims to pensions, savings, banks or life insurance companies. We would recommend getting a couple copies because some organisations such as the banks will only accept the original copies. Copies of the certificates will be posted out to you.
5. Once you have completed the appointment the registrar will send us the Certificate for Burial or Cremation (green form), which we need for the funeral to take place. Once we have received the green form electronically from the registrar, we will contact you to discuss making funeral arrangements.
6. We hope this is helpful, if you have any enquiries feel free to contact us at any time.