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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 **Shropshire Register Office.**)
2. You can then contact Shropshire Registrar on **0345 678 9016**. You'll be asked for your name and contact details, the name of the deceased, and their date and place of death. These details will be taken and passed to the registration service.
3. As soon as the registrar is ready to proceed with the registration, they will contact you and make you an appointment to visit one of the offices to register the death. Local offices are at Bridgnorth or Ludlow.
4. You can then attend the register office at your chosen appointment time. 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), when and 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. You could also bring to your appointment any birth certificates, passports, driving licenses or any other document which will confirm spellings and dates.
5. 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.
6. 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.
7. We hope this is helpful, if you have any enquiries feel free to contact us at any time.