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# B. INCE FUNERAL DIRECTORS



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## Death Registration What you need to do

1. The first step is to get in contact with the relevant Doctor's Surgery and ask that the Medical Certificate of Cause of Death (MCCD) is completed. (The doctor will scan the MCCD and send it electronically to **Worcestershire's Medical Examiner's Office.**) The GP may refer the death to Worcestershire's coroner's service.
2. The Medical Examiner (ME) will discuss the deceased person's medical history with the GP and may wish to see patient records to confirm and agree a cause of death before both the GP and the ME sign the MCCD. The ME will also discuss the cause of death with the Next of Kin (NOK) or Executor before sending the MCCD electronically to **Worcestershire Register Office.**
3. Once you have been informed by the Medical Examiner and/or Coroner that the Registrar has received the paperwork, you can book an **appointment time slot online** to register the death in person. The death must be registered **within 5 days** of the registrar receiving all paperwork. [www.worcestershire.gov.uk/registration](http://www.worcestershire.gov.uk/registration)  
If you do not have access to the internet, the register office can be contacted on 01905 768181.
4. You can then attend the register office at your chosen appointment time. The Wyre Forest register office is in Kidderminster and has been temporarily moved to **Wyre Forest House, Finepoint Way, Kidderminster DY11 7WF.** There are other offices located at Bromsgrove, Evesham, Malvern, Redditch, and Worcester which are available for death registration. 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 who has sadly passed away.
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. Copies of the certificates will be posted out to you.
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. If you have any inquires, feel free to contact us.