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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 **Dudley's Medical Examiner's Office.**). The GP may refer the death to Dudley'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 **Dudley Register Office.**
3. The registrar will send you an email once they have received the required paperwork with a link to book an **appointment online.** If they do not have an email for you, they will call you. You can pre-purchase death certificates for £12.50 when you make your appointment. You will need these to settle financial matters such as any claims to pensions, savings, banks or life insurance companies. You can contact Dudley Registrar on 01384 815373.
4. 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.
5. If your appointment is at Thomas Robinson Building, please wait in your car when you arrive. The registrar will call you around the time of your booked appointment, there is no receptionist on site. For appointments at Priory Hall, please check-in at reception when you arrive. No more than two people can attend the appointment.
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 inquiries, feel free to contact us.