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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 **Herefordshire's Medical Examiner's office.**). The GP may refer the death to Herefordshire'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 **Herefordshire's Register Office.**
3. The registrar will contact you once they have received the required paperwork. You will require an appointment to register a death which should be within **five days** of the medical certificate being received by the Registration Service. Herefordshire Registrar can be contacted on 01432 260565.
4. You can then attend the register office at your chosen appointment time. The register office is located at **8 St Owen Street in Hereford, next to Hereford Town 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. During the appointment you might also be given the opportunity to purchase copies of the death certificate which are available for £12.50. 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. During the appointment you may also be given the opportunity to have the registrar send us by email 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.