

Our opening hours are:

Monday – Friday 9.00am - 4.30pm
Saturday 9.00am - 12.30pm

To make an appointment, or, for further help or information please contact us at:

Pontefract Register Office
The Town Hall
Bridge Street
Pontefract
WF8 1PG

Tel: 01977 722670
Fax: 01977 722676

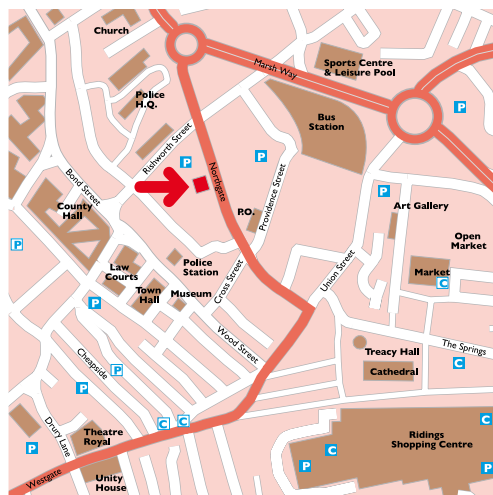
Email:
pontefractregistrars@wakefield.gov.uk



Wakefield Register Office
71 Northgate
Wakefield
WF1 3BS

Tel: 01924 302185
Fax: 01924 302186

Email:
wakefieldregistrars@wakefield.gov.uk



Please visit our website:

[http://www.wakefield.gov.uk/
CommunityAndLiving/Registrars/stillbirth](http://www.wakefield.gov.uk/CommunityAndLiving/Registrars/stillbirth)

Disabled access is available at both offices

WMDC will, on request, provide this document in another language, in Braille or **large print**.

Typetalk calls welcome

Registering a Still Birth

All the information you need to know for Registering a Still-Birth

At this distressing time we are here to help you...

We understand that it can be very daunting to have to face registering a still-birth. The staff at Pontefract and Wakefield Register Offices are here to help you by making the process as straightforward as possible.

Registering the still-birth

You will need to register the still-birth at the Register Office for the district in which it happened. If the still-birth occurred in the Pontefract district you will need to register at Pontefract Register Office and if it occurred in the Wakefield district you would need to register at Wakefield Register Office.

Still-births have to be registered within 42 days. It is not possible to register a still-birth more than 3 months after it happened.

Please contact the appropriate office to make an appointment to see a registrar. Contact details are on the reverse of this leaflet. The registration process usually takes approximately 30 minutes.

If it would cause you difficulty to attend the necessary office, you may give information to a registrar at any register office in

England or Wales. However the process will take longer because the registrar will need to forward your information to the original district which will then post any certificates or forms to you. Our staff will be able to give you further advice on this.

Who can register the still-birth?

- The mother
- The father, if he was married to the mother at the time of the still-birth
- The mother and the father if they were not married to each other at the time of the still-birth

Documents we require:

All you need to bring is the medical certificate issued by the doctor or midwife.

The registrar will see you in a private room where they will ask:

- The date and place of the still-birth
- The baby's full name (if you have chosen a name for the child)
- The baby's sex
- The baby's parents' full names
- The baby's parents' date and place of birth
- Parents' occupations

- Parents' usual address(es)
- The mother's maiden name and any previous married surname.

After registration:

Once the registration is completed the registrar will give you:

- A short certificate of registration showing the baby's name
- A certificate which allows you to make funeral arrangements (there is no charge for these certificates)
- A full certificate (a copy of the entry) is available on request but ONLY to the mother and father of the baby. The Registrar will advise of the current fee.

There is no actual charge for the actual registration.

Please remember, we are here to help you....