

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

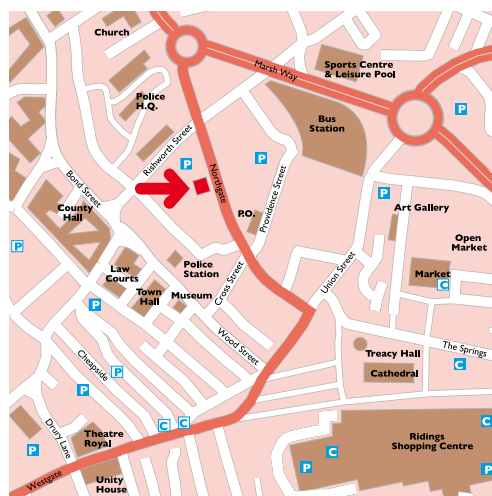
Email:
pontefractregistrars@wakefield.gov.uk



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/Deaths/>

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 Death

All the information you need to know for Registering a Death

With our condolences...

When a family member or someone close to you dies, we know it is a very stressful time.

The staff at Pontefract and Wakefield Register Offices are here to help you by making the process of registering the death as straightforward as possible.

Registering the death

When someone dies you need to register with the registrar in the area where the death took place within five days, unless the Coroner is making further enquiries. Please contact us to make an appointment to see a registrar. A 30 minute appointment is allowed for the registration.

If you live some distance away from where the death occurred you may be able to give the information for the registration at your local Register Office. This is known as a 'declaration'. Any certificates or forms would be issued to you through the post after the registration has taken place. This could cause you a delay in making the funeral arrangements. Our staff will be able to give you further advice on this.

Who can register a death?

This can be done by:

- A relative of the deceased
- Any adult who was present at the death

Other people may be able to give information to register. Please contact us for further advice.

Documents we require:

You will need to bring with you the medical cause of death certificate. You will get this from the doctor or the bereavement officer at the hospital. If there has been a post mortem, the Coroner will issue the document necessary to register directly to us. We will check to see if we have received the document when you make your appointment.

Your checklist of the information we will require:

- Medical certificate of cause of death (unless there has been a post mortem)
- Where and when the death occurred
- The full name and surname of the deceased
- Any other names they may have been known by, including any maiden name
- Their date and place of birth (it is helpful to bring the birth certificate)

- Details of occupation
- Usual address
- If the person who has died was a married person, in a civil partnership or widowed we will need to know the full name and occupation of the wife, husband or civil partner
- If available, the medical card

You will need to give your full name and address. You will also be asked to give your relationship to the person who has died (eg son, daughter, niece, husband, wife, civil partner) or you may be the person making the funeral arrangements.

After registration:

Once the registration is completed the registrar will give you:

- A green form to give to the funeral director, in some cases the Coroner may have already issued this
- A white form (called a BD8) to send to the Department of Work and Pensions (sometimes known as DSS)

Both of these forms are issued free of charge. You will also be able to buy death certificates. The Registrar will advise you of the current fee.

There is no charge for the actual registration.

Please remember we are here to help you