

The death of a loved one is a difficult time for all concerned, and making funeral arrangements can be a daunting task. For those with certain religious and cultural beliefs, it is customary for a burial to take place as soon as possible after death.

This leaflet sets out to provide information and guidance to those with such beliefs when the death of a loved one occurs outside office opening hours.

The circumstances of every death will be different, and as such, different organisations may be involved in the process. However the most likely are;

- Registrars Office
- Coroners Office
- Wakefield Council Bereavement Services

The office opening hours for these services are;

**Registrars Office  
(By Appointment Only)**

**Monday – Friday** 09:00 to 16:30  
**Saturday** 09:00 to 12.30

**Coroners Office**

**Monday – Thursday** 08:30 to 17:00  
**Friday** 08:30 to 16:30

**Wakefield Council Bereavement  
Services**

**Monday – Thursday** 09:00 to 17:00  
**Friday** 09:00 to 16:30

Standard opening hours do not apply during any UK Bank Holiday

**Wakefield Council Bereavement  
Services  
Bereavement Services**

**Block B  
Town Hall  
NORMANTON  
WF6 2DZ  
Phone: 01924 307446**

**Fax: 01924 307286**

**Email: bereavementservices@  
wakefield.gov.uk**

**www.wakefield.gov.uk/  
bereavementservice**

# Guidance for bereaved families

for whom the arrangement of a burial as quickly as possible following death forms part of their religious and cultural beliefs.

**Death Occurs outside office opening hours**

Note: 'Office opening hours' for each service are listed on the front of this leaflet

**Medical certificate issued by GP or Hospital**

Note: Family should contact a funeral director of choice

**Telephone Wakefield Council on 0345 8 506 506**

Note: Wakefield Council will contact the Registrar (during their on-call availability 09:00 - 10:00)

**Coroner's Referral**

Note: Coroner's referral halts the process at any stage until their investigations have concluded

**'Out of England Order'**

There are two parts to this process.  
A) Registrar issues Death Certificate and provides form 104.  
B) Coroner provides the order (meeting with Coroner's Officer to issue this is subject to their availability)

Arrangements will be made to meet the family at either Wakefield Register Office or Pontefract Registration Office (depending on which team are on duty).

**Registrar makes checks to confirm that the death can be registered**

**'Burial in England or Wales'**

Green form 9 for burial is issued and appointment is made for full registration as soon as possible

**Registrar contacts Bereavement Services if burial is required in the district**

**Bereavement Services provide a burial between 09:00 - 14:30 with the exception of Christmas Day**

**Information about 'what to expect' on the day, visit [www.wakefield.gov.uk/bereavementservices](http://www.wakefield.gov.uk/bereavementservices)**