

Deaths in the DEVON DISTRICT may be registered at any of the following offices. An appointment must be made by telephoning

**0845 155 1002**

**(8.00 - 8.00 Monday to Friday & 9.00 - 1.00 Saturday)**

**HONITON**

East Devon Business Centre, Heathpark Way  
Heathpark, Honiton, EX14 1SF  
*Monday to Friday 9.00am - 1.00pm*  
*Monday to Friday 2.00pm - 5.30pm*

**EXETER**

Devon Registration Office, Civic Centre, Paris Street,  
Exeter, EX1 1JN  
*Monday to Thursday 9.00am - 4.30pm*  
*Friday 9.00am - 4.00pm*

**EXMOUTH**

The Town Hall, St. Andrews Road, Exmouth, EX8 1AW  
*Monday to Friday 9.00am - 1.00pm*

Deaths in the WEST DORSET DISTRICT may be registered at any of the following offices. An appointment must be made by telephoning

**01305 225153**

**(9.00 - 4.00 Monday to Friday)**

**DORCHESTER**

Dorset History Centre, Bridport Road,  
Dorchester, Dorset, DT1 1RP  
*Monday, Wednesday & Thursday*  
*9.15am - 1.00pm & 2.00pm - 4.30pm*  
*Tuesday 8.45am - 12.30pm & 1.30pm - 5.00pm*  
*Friday 9.45am - 1.30pm & 2.30pm - 6.00pm*  
*Saturday 9.15am - 11.30am*

**BRIDPORT**

Bridport Town Council, Mountfield, Rax Lane  
Bridport, DT6 3JP  
*Monday 1.45pm - 3.45pm*  
*Tuesday 9.15am - 12.45pm*  
*Thursday 1.45 pm - 3.45pm*  
*Friday 9.15am to 1.00pm - 2.00pm - 3.45pm*

**WEYMOUTH**

45 Dorchester Road, Weymouth, DT4 7JT  
*Monday 2.00pm - 4.30pm*  
*Tuesday 8.45am - 12.00pm & 2.00pm - 5.00pm*  
*Wednesday 9.15am - 12.00pm*  
*Thursday 9.15am - 1.00pm & 2.00pm - 4.30pm*  
*Friday 9.15am - 1.30pm & 2.30pm - 6.00pm*  
*Saturday 9.15am - 11.30am*

For deaths occurring in Somerset:

**CHARD**

Holyrood Lace Mill, Holyrood Street  
Chard, TA20 2YA  
*Tuesday 9.30am - 12.30pm & 1.00pm - 4.00pm*  
*Thursday 9.30am - 2.30pm*  
*Friday 9.30am - 1.30pm*

**By appointment only 01460 260472**

# Information Needed to Register a Death

**Matthew Lucas**

Down House  
Widcombe Street  
Poundbury  
Dorchester  
Dorset  
DT1 3BS

**01305 753533**



**Independent Family  
Funeral Directors  
& Monumental Masons**

## TELL US ONCE—DORSET & DEVON

When someone has died their death needs to be registered with the Registrar. Once the registration has taken place, several other organisations may have to be contacted and given the same information.

There is a service to help you give the information to the Department of Works and Pensions. They then pass it on to a number of other government departments and local authority services.

### How to contact this service

- **In person:** If you would like to talk to an advisor, you may do so after you have registered the death. Further information will be given to you when you call to make your appointment with the Registrar.
- **By telephone:** If you would like to speak to someone on the telephone, please call the DW&P on **0800 085 7308** after you have registered the death. The lines are open Mon-Fri 8am-8pm. This number is free to call from a BT landline but other providers may charge you.

### Who they can give information to:

They will contact the following organisations, if required:

- Department for Work and Pensions
- The Pension Service
- Disability and Carers Service
- Jobcentre Plus
- HM Revenue & Customs (Child Benefit/Tax Credits)
- Identity and Passport Service
- Housing Benefit Office / Council Tax Benefit Office

### The service can also contact the following organisations:

- Council Housing / Council Tax
- Blue Badges
- Adult & Children's Services
- Children's Services
- Collection of payment for council services
- Electoral Services
- The DVLA

**This service requires  
the Deceased's National Insurance Number**

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## INFORMATION NEEDED TO REGISTER A DEATH

FULL NAMES: \_\_\_\_\_

DATE OF DEATH: \_\_\_\_\_

PLACE OF DEATH: \_\_\_\_\_  
\_\_\_\_\_

LAST ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_  
\_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_

MAIDEN NAME: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

SPOUSE'S FULL NAME AND  
OCCUPATION (if applicable): \_\_\_\_\_  
\_\_\_\_\_

When someone dies, the doctor who was treating them will issue a **medical certificate of cause of death**. This certificate must be handed to the Registrar.

Occasionally, if the death was sudden or the doctor treating the deceased is unavailable, it may not be possible for a medical certificate of cause of death to be issued. If this happens, the death will have to be reported to the coroner which may lead to a delay in registering the death.

Ideally, the death should be registered at a Registration Office in the District it occurred. However, for those who do not live nearby it is possible to register in another area by 'declaration.' This process can take a few extra days than usual and is more complicated but we will advise you through all the necessary steps.

## ITEMS TO TAKE WITH YOU

**The Doctors Certificate** (otherwise known as the Medical Certificate of Cause of Death)

*If a Post Mortem was required, the relevant certificate will have been sent direct to the Registrar by the Coroner.*

It is always useful (*but not essential*) to take the deceased's Birth and Marriage Certificates, as these can be shown to the Registrar, who can take the majority of the relevant information from them and thus ease the procedure.

The Registrar will ask for:-

The **deceased's medical card** or  
**NHS Number** \_\_\_\_\_

### **COPY DEATH CERTIFICATES**

are available from the Registrar  
at £4.00 per copy

## WHAT THE REGISTRAR WILL GIVE YOU

### **A GREEN CERTIFICATE**

(the Registrar's Certificate for Burial or Cremation)

**This needs to be handed to the Funeral Director as soon as possible.**

*(this form is not issued if a Post Mortem was held and the Funeral is a Cremation)*

### **A WHITE FORM (BD8)**

To complete and send to the Department for Work & Pensions either to claim any unpaid Pensions or to claim Widows Benefit (please note it is not necessary to send this form if you have informed 'Tell Us Once').