

## **Information and Documents you will require to make Funeral Arrangements and Register a Death**

***Please note you must register a person's death within five days of their death***

### **Documents and information to get as soon as possible**

You will need to gather together the certain documents and information as quickly as possible after a death, so you can start funeral arrangements and register the death. You'll need to know:

- full name and surname of the deceased
- date and place of death and usual address
- marital status (single, married, widowed or divorced)
- date and place of birth
- occupation of the deceased (if the deceased was a wife or widow, the full names and occupation of her husband or deceased husband will be required)
- if the deceased was a child, the full names and occupation of the father will be required, or where the parents are not married the full names and occupation of the mother will be required
- maiden surname if the deceased was a woman who was married
- the name and address of the deceased's GP
- details of any pension apart from a state pension that the deceased may have held
- the deceased's religion

### **You'll also need to gather together the following documents:**

- medical certificate of the cause of death (signed by a doctor) for registering the death
- birth certificate
- marriage/civil partnership certificates
- NHS number/NHS medical card
- organ donor card

### **Documents needed to notify benefits/tax credits offices:**

- correspondence confirming payment to the deceased of benefits (normally Jobs and Benefits offices), tax credits (HM Revenue & Customs) and/or State Pension (Department for Work and Pensions)
- Child Benefit number (if relevant)