

REGISTERING THE DEATH

When to Register

In Scotland, a law came into place on *13th May 2015*.

ALL deaths must now be registered before burial or cremation can take place.

Deaths must be registered within 8 days of the event.

No time can be arranged for a funeral until the form has been issued from the registrars and brought to the funeral director. However preliminary arrangements can still be made with the funeral director prior to registering the death.

Who may Register the Death?

A relative of the deceased has a duty to register the death. If unavailable, registration may be carried out by any person present at the death; the executor or other legal representative; the occupier of the premises where the death took place or any person having the necessary information.

Where to Register

Deaths may be registered anywhere in Scotland for a death which has occurred in Scotland.

Local offices

You will find local offices listed overleaf.

Documents to take to the Registrar

* *Medical Certificate* of cause of death (as issued by family doctor, hospital doctor or procurator fiscal). – Form II

* The deceased person's *birth and marriage certificates*, if available.

* The deceased person's *NHS medical card*, if available.

* Any pension book, certificate or document relating to pension or public funds.

* A note of the names of insurance companies or banks which may require a copy of the certificate of death.

* National Insurance, passport or driving licence number (All from deceased, even if expired). Spouses national insurance number (If husband or wife alive)

Information required by the Registrar

* Date, time and place of death.

* Full name, occupation, postal address, date and place of birth of the deceased.

* If married, widowed or divorced, the full name, maiden name and occupation of the spouse or former spouse are required.

* If married at time of death, the date of birth of spouse.

* Full name and occupation of the deceased's father, and the full name and maiden name of their mother.

* The name and address of the person's NHS doctor.

The Registrar will give you

Once registration is complete you will be given

*An Abbreviated Extract of an Entry into the Register of Deaths This can be used to close bank accounts but for all else a full extract will be required at a cost of £10 if bought immediately after registration

*Form 14 – Certificate of Registration (to give to your funeral director)

*BD8 – Form given to the DWP to sort out benefits

You may be selected for a random level 1 or level 2 review. The purpose of this is to ensure that medical staff are completing paperwork correctly, it is nothing to worry about, however you need to be aware that the review can delay the issue of the registration documents as below.

Level 1 Review – Documents delayed by up to 24 hours

Level 2 Review – Documents delayed by up to 72 hours

LOCAL REGISTRAR OFFICES

Registration of a death in Scotland may be made at any Registrars Office in Scotland by making an appointment by phone in advance. Please specify the office you require.

FIFE COUNCIL CENTRAL NO : 03451 55 00 77

(Can take telephone bookings from 8am – 6pm)

FULL TIME OFFICES:

KIRKCALDY Town House, 2 Wemyssfield Kirkcaldy KY1 1XW

Opening Hours:

Monday, Tuesday, Thursday, Friday 9.00am – 4.30pm (last booking 3.30pm)

Wednesdays 10.00am – 4.30pm (last booking 3.30pm)

GLENROTHES Fife House West, North Street, Glenrothes KY7 5LT

Opening Hours:

Monday, Tuesday, Thursday, Friday 9.00am – 4.30pm (last booking 3.30pm)

Wednesdays 10.00am – 4.30pm (last booking 3.30pm)

CHECK THESE FOR OPENING HOURS – MAY CLOSE FOR LUNCH

COWDENBEATH Brunton House, High Street, Cowdenbeath KY4 9QU

CUPAR County Buildings, St Catherine St, Cupar, KY15 4TA

DUNFERMLINE City Chambers, Kirkgate, Dunfermline KY12 7ND

METHIL Methil Library, Wellesley Road, Methil KY8 3PA

St Andrews and Inverkeithing offices offer registration on certain days only. Please phone the number above for an appointment.