



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 persons GP
- details of any pension apart from a state pension that the deceased may have held
- the deceased persons 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)