

USEFUL INFORMATION ON BEREAVEMENT REGISTRATION

All deaths must be registered with a registrar of births and deaths in the area where the death happened. They must be registered within five days unless a coroner is investigating the circumstances of the death.

A death that occurs in the county of Kent may be registered at any of the main registrars' offices provided by Kent County Council. All these offices are open Monday to Friday during normal office hours. They operate an appointment system so you must telephone for an appointment.

There are a number of other offices, with varying opening hours, throughout the county. One of these may be more convenient and you should discuss your requirements when you telephone for an appointment.

Appointments

The appointment telephone number is 08458 247400.

If you live outside of Kent and do not wish to travel to one of our offices then the registration may be made at any other registrars' office in England and Wales by declaration. In this case the papers that allow you to arrange the burial or cremation and the death certificate will not be issued immediately but sent to you within a few days.

What do I need to take with me?

A medical cause of death certificate issued by the doctor, unless the death has been referred to the coroner in which case the coroner's officer will tell you what to do. A list of people who may register a death will be given to you with the medical certificate, and it is important that you know that you are able to register the death.

What happens when I talk to the registrar?

The registrar will see you in private and ask questions about the person who has died and record the details.

You will be asked to check the information recorded very carefully and to signify that it is correct. It is important that the information recorded is accurate, as the correction of errors discovered after the register has been signed may cause delay and inconvenience. If you have the deceased's medical card it can be handed to the registrar.

What will the registrar need to know about the person who has died?

- Their full name and address
- If the person who has died was a married woman or widow, her maiden surname and the full names and occupation of her husband.
- If the person who has died was a married man or widower, the full names and occupation of his wife or deceased wife.
- If the person who has died was in a registered civil partnership or was the surviving partner of a civil partnership, the full names and occupation of the surviving civil partner.
- Their date and place of birth.
- Their occupation and usual address.
- The deceased's birth certificate (and marriage certificate if they have one) may help you to provide this information.

What will I be given?

A certificate that allows you to make arrangements for either burial or cremation.

A certificate to take to the local benefits agency office if the deceased was receiving a state pension.

Do I have to pay a fee?

No. The service is free of charge. There is, however, a small fee for death certificates.

Do I need copies of the death certificate?

You will need these if you are dealing with the estate of the person who has died and these can be purchased from the registrar at the time of registration.

The death certificate may be needed in order to deal with:

- Probate or letters of administration
- Bank, post office or building society accounts
- Insurance policies
- Stocks and share certificates
- Applications for tax rebates

For enquiries regarding probate or letters of administration telephone

01622 202048

Additional death certificates may be purchased at a later date by telephoning 08458 247400 at any time. It is also possible to order death certificates online.

Payment may be made by credit or debit card.

Additional Information

Special Kentish commemorative "in memoriam" certificates are available from the Registrar.