

## Booking an appointment to register a death which has occurred in Suffolk during the Coronavirus Pandemic

Registering a death has changed during the current situation, the information below should help you with this process.

The Medical Certificate of Cause of Death will be sent directly from the doctors surgery or hospital to the registrars, the surgery or bereavement office should inform you that this has taken place.

- There is a pre-registration form which needs to be completed by the relative who will be registering the death. The form can be found and completed at <https://www.suffolk.gov.uk/births-deaths-and-ceremonies/how-to-register-a-death/register-a-death-during-covid-19-pandemic> if you do not have internet access you may telephone on 0345 607 2050 to provide the pre-registration information (please note telephones will be busy).
- Once all the pre-registration documentation has been received by the registrar you will be contacted by telephone to complete the registration, (you will also receive an email with a unique reference number to enable use of the 'Tell us once' system).
- The registrar will notify your funeral director that the registration is complete and will send an authorisation form (green form) directly to the crematorium or burial authority.
- After the telephone registration has taken place you will be able to order a death certificate, each certificate is £11 (this includes postage to you). <https://www.suffolk.gov.uk/births-deaths-and-ceremonies/apply-for-a-copy-of-a-birth-marriage-or-death-certificate/apply-for-copy-of-a-death-certificate/>

If there is an urgent need to register due to religious requirements please call 0345 607 2050