

REGISTERING A DEATH



You must register a death within 5 days of the registrar receiving the paperwork from the Medical Examiner or Coroner.

Who can register the death?

To register a death you should preferably be either a relative or a person present at the death. Please contact us for information on who else can register the death.

Where can I register a death?

If the death took place in Leeds you can register at our main office in the City Centre Hub, Merrion House, Merrion Way, Leeds LS2 8PD or at the following One Stop Centres:

Armley, Dewsbury Road, Morley, Rothwell, St George's Centre, Seacroft, Moor Allerton and Yeadon.

The registrar will ask you for:

- ◆ The date and place of death
- ◆ The full name (and maiden name if female and married) of the person who has died, their date and place of birth, occupation and usual address.
- ◆ The full name, occupation and date of birth of the person's spouse or civil partner
- ◆ Whether the person who has died received a pension from public funds

Please bring identity documents to confirm the spelling of the deceased's name and the person who is registering the death.

Making an appointment

The hospital or doctor will email the Medical Cause of Death Certificate to the Medical Examiner for scrutiny. After this, the Medical Examiner will email it to the Register Office. Where the death has been referred to the Coroner, the Coroner will email the Coroner's certificate. Once the registrar has received the paperwork, they will contact you by text, phone or email to let you know you can book an appointment.

If the death was referred to the Coroner, they will advise you when the paperwork has been sent to the registrar. If the Coroner decides to hold an **Inquest**, you do not need to register the death as the Coroner's Office will deal directly with the Registrar.

How long will the appointment take?

We aim to offer you an appointment within 2 working days and to see you within 10 minutes of your appointment time.

Registering a death takes up to 30 minutes. **PLEASE ALLOW EXTRA TIME FOR YOUR APPOINTMENT IF YOU NEED TO FIND PARKING.** Your appointment may be delayed if we need to refer the death back to the Medical Examiner

Certified Death Certificates are available at a fee of £12.50 each at the time of registration although you can pay in advance when booking your appointment.

Leeds Register Office
Merrion House, Merrion Way
Leeds LS2 8BB

email: register.headoffice@leeds.gov.uk
Website: www.leeds.gov.uk