Guidance for registering a death during the COVID-19 pandemic

Are you the person responsible for registering the death?

NO → **The registrar will need to communicate, by phone or email, with the person who will register the death.**

It is also possible for families to now ask their funeral director to serve on your behalf, though funeral directors are not obliged to do so.

YES

Have you chosen which registration office you are going to use?

NO → **Please decide which registration office you are going to contact.**

Information on how to contact local authority registration offices can be found here:

https://www.nrscotland.gov.uk/files/registration/RegOfficeContacts.pdf

YES

Have you told the doctor, hospital or hospice issuing the medical certificate which registration office you will be using?

NO → **Please contact the doctor issuing the medical certificate as soon as possible.**

The person issuing the medical certificate will ask you which registration office you will be dealing with, to ensure they pass the certificate to the correct registration office.

YES

Do I need to send a copy of the medical certificate to the registrar?

NO → **The doctor, hospital or hospice will send an electronic copy of the medical certificate showing the cause of death to the specified registrar.**

If you have an e-mail address, you will be copied in to the message to the registrar.

If you have no access to email, the serial number of the medical certificate will be provided to you at the time that telephone contact is made.

Should I contact the registrar to arrange to register the death?

As soon as you know the medical certificate has been sent you should contact your chosen registrar, by telephone or e-mail, to book a remote appointment to register the death.

The registrar will take you through the remote registration process in more detail.

You will not be asked to attend the registration office in person.

YES

Will the registrar ask me for information?

The registrar will ask you to provide:

1. Your contact details including your telephone number and/or e-mail address
2. Information about the deceased's birth and any marriage(s)
3. Evidence of, or information about, any relevant life event for the deceased person which took place outside Scotland

YES

Will I need to complete the register page?

NO → **The registrar will complete a template of how the register page will look.**

The registrar will then confirm with you that all of the information entered is correct.

This can be done by e-mail or over the telephone.

Will I need to sign the register page in person?

NO → **The registrar will write your signature on the register page on your behalf.**

After the template has been approved you will be asked to tell the registrar your usual form of signature e.g. A Baxter or Alex Baxter.

The registrar will write your signature on the register page followed by "(Transcribed)".

Register entries completed this way will have the same legal force as entries signed in person.

Do you know which funeral director will be making the funeral arrangements?

NO → **If no funeral director has been chosen the Form 14 will be posted or e-mailed to you.**

No burial or cremation can go ahead in Scotland until a Form 14 has been provided to the Keeper of the burial ground or crematorium.

If you know which funeral director will be making funeral arrangements, you will be asked to provide contact details so that the Certificate of Registration of Death (Form 14) can be scanned and e-mailed to them.

If a funeral director is registering the death on behalf of the family, the registrar will scan and e-mail the funeral director the Form 14.

YES

Will I be sent any documents after the death has been registered?

An abbreviated death extract and a copy of the Registration Privacy Notice will be posted to you.

A full death extract can be provided for a fee of £10.00.