



# Registration of a Death in Scotland



Losing someone close to you is a difficult and emotional experience, and it can take all your strength to cope with the simplest tasks. This leaflet lays out clearly the steps you need to go through when it comes to registering a death, so that you can begin to prepare for the funeral.

## Where to register

A death may be registered at any Registrars' Office in Scotland within eight days of the date of death. Until registration is complete, the funeral date cannot be confirmed. All Registration Offices operate by appointment only and we would be pleased to make an appointment for you on your behalf.

### **Inverness Registration Office**

Highland Archive and Registration Centre  
Bught Road, Inverness, IV3 5SS

01463 256400

Open Monday to Friday  
9.00am to 4.30pm

### **Dingwall Registration Office**

Service Point, Ross House, High Street,  
Dingwall, IV15 9RY

01349 868507

Open Monday to Friday  
9.30am to 4.30pm

## Who can register?

- Any relative of the deceased
- Any person present when the person died
- The deceased's executor or other legal representative
- The occupier of the property where the person died, or if there is no such person, anyone else who knows the information necessary to register

## Documents required to register

- Form 11 - Medical certificate of cause of death (MCCD)
- Deceased's birth certificate (if available)
- Deceased's marriage certificate (if available)
- Deceased's NHS medical card (if available)

## Death Certification Review Service

An independent review system operated by Healthcare Improvement Scotland was introduced in May 2015. In each year, approximately 10% of death certificates are selected for review. This does not include sudden deaths or deaths reported to the Procurator Fiscal. A panel of medical reviewers assess each certificate to ensure the quality and accuracy of the MCCD.

During the registration, the MCCD you present may be chosen for a review; the registration process cannot be finished until the review is complete.

- Level 1 review – within 1 working day
- Level 2 review – within 3 working days

When the registration is complete the registrar will issue:

- Form 14 - Certificate of Registration required by the Funeral Director
- Form BD8 document to inform the Department of Work and Pensions
- An abbreviated certificate (extract) – free of charge

Full certificates may be purchased at the time or at a later date.



# Contact Us

For further information, or to arrange a no-obligation meeting to discuss funeral arrangements, a pre-paid funeral or a memorial, please do not hesitate to contact us. We assure confidentiality and complete discretion at all times, and understand that your decisions require thought and time.

**We are available 24 hours a day, 7 days a week.**

## **Inverness**

17-29 Chapel Street,  
Inverness, IV1 1NA  
01463 233366

## **Dingwall**

Lovat House, High Street,  
Dingwall, IV15 9TF  
01349 808666

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