



# 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

01349 781131

Open Monday - Friday  
9.00am - 4.30pm

### **Dingwall Registration Office**

Service Point, County Buildings, High Street,  
Dingwall, IV15 9QN

01349 868507

Open Monday - Friday  
9.30am - 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

Each year approximately 10% of MCCDs are selected for an independent review operated by Healthcare Improvement Scotland. A panel of medical reviewers assess these certificates to ensure the quality and accuracy of the information.

This does not include sudden deaths or deaths reported to the Procurator Fiscal.

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

## 'Tell Us Once' Death Notification Service

This is a free to use voluntary service which reports bereavements to most government organisations in one go.

You can use this service to notify any of the following organisations:

- HM Revenue and Customs (HMRC) – to deal with tax and cancel benefits
- Department for Work and Pensions (DWP) – to cancel benefits or entitlements, for example Income Support or State Pension
- Her Majesty's Passport Office – to cancel a British passport
- The local council – to cancel Housing Benefit, Council Tax Benefit, a Blue Badge, inform council housing service and remove the person from the electoral register.
- Armed Forces pension schemes – to stop pension payments

Information required to use 'Tell Us Once'

- Date of Birth
- Driving Licence number
- Passport number
- National Insurance number
- Details of any benefits or entitlements
- Details of any local council services (for example Blue Badge)
- Details of any public sector or armed forces pension schemes
- Name and address of Next of Kin, surviving spouse or civil partner (and their date of birth and National Insurance number)\*
- Name, address and contact details of the person dealing with the estate\*

\* Please ensure you obtain permission before you share an individual's details

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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