



Registration of a Death in Scotland

**John
Fraser
& Son**
Established 1884

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.

How to register

A death may be registered at any Registration Office in Scotland within eight days of the date of death. Until registration is complete, the funeral date cannot be confirmed. During the Coronavirus pandemic all Registration Offices are closed to the public and so registrations are being carried out by telephone appointment. We would be pleased to pass on your contact details to the relevant Registration Office and will ask them to contact you directly in order to carry out the registration procedure.

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). This will be emailed directly by the issuing doctor to the relevant Registration Office of your choice.
- Deceased's birth certificate (if available)
- Deceased's marriage certificate (if available)
- Deceased's NHS medical card (if available)

'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 post the following documents to you:

- 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.

The registrar will also issue a Form 14 – Certificate of Registration. This is required by the Funeral Director and will be emailed directly to them.



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.

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