

Registering a death

Overview.

You should normally register a death in the area where the person died, within 5 days. A funeral can usually only take place after the death is registered.

You can register a death if you're a relative of the person who's died, or:

- were present when it happened.
- are responsible for making funeral arrangements.
- administer the property where the person died (such as care home manager or hospital officer)

Booking an appointment to register a death.

If you have been specifically advised by the doctor that the medical certificate cause of death (MCCD) has **ALREADY** been sent to the register office, you can book the appointment online by visiting: <https://www.york.gov.uk/RegisterADeath>

In preparation you will need the following information:

	GUIDANCE
Where the death occurred?	must have occurred within the York district boundaries
Date of death?	if over 5 days, please email registrar@york.gov.uk for a call back to make the appointment
Has the MCCD been sent to York register office?	we are unable to proceed with the registration until we have received the MCCD.
Has the death been referred to a coroner?	if yes, please email registrar@york.gov.uk for a call back to make the appointment

If you are unable to use online services, you can call the City of York contact centre on **01904 553190**.

You **MUST NOT** book an appointment for **the day you are making the booking** as we need time to ensure that there is indeed a valid MCCD.

Please note the appointment will take place at West Offices, Station Rise, YO1 6GA

Request a death certificate.

You can order certificates in advance at the time of booking the appointment. (the system will direct you to the payment page). If the certificate is prepaid for, the registrar will provide the certificate(s) at the appointment.

If you don't preorder, you can order your certificates after the appointment, and they will be posted.

Visit here to order: <https://www.york.gov.uk/YorkRegisterOfficeCertificates>

Registering a death which occurred outside of York.

To register a death which took place outside of York, contact the register office where the person died. You can [find the right register office for the area](#) on GOV.UK.

If you would like to make a declaration in York, please email registrar@york.gov.uk with your information.

Coroner investigations.

If [a coroner is investigating a death](#), the death can't be registered until they issue the relevant information, so they'll advise you to make an appointment (within 7 days of the death).

If an inquest is held, you don't need to register the death. The coroner will inform the registrar once the inquest is over.

Amending information about a death in the register.

The registrar will record the death in the register and you to carefully check and sign it. Once signed, it could cost up to £100 to make corrections, and in some cases, it won't be possible to change the recorded information. It is very important to take time and check everything before signing the registration.

Contact [York Register Office](#) if you need to amend any information recorded in the register by emailing registrar@york.gov.uk.

'Tell us once' service.

The registrar will provide an additional service called 'tell us once' which can be used immediately after the registration of the death. This service will inform other government departments and local council services who need to be told of the death.

Find out more about our 'Tell us once' bereavement service: <https://www.york.gov.uk/TellUsOnce>

If English is the first language.

If English is not your first language and you'd like someone to help register a death, ask a relative or friend to come to the appointment with you.

The Government Language Line service can help you with translation on telephone: 0207 5201430.