The Probate Department (Brokers) Ltd
Finding the RIGHT help at the right cost
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We are a private company, helping you to find relatively inexpensive help with probate. We are not a Government Department.

These are the documents and information you will need to register a death in England and Wales. We suggest you write the information on here so you can hand it to the Registrar of Births and Deaths. Most are listed at https://theprobatedepartment.co.uk/registering-a-death/

Take the following documents with you:

☐ (**essential**) The doctors medical certificate of the cause of death.

And, if available:

☐ Birth certificate of the deceased.

☐ Marriage or civil partnership certificate of the deceased.

☐ NHS Medical Card of the deceased.

Information you will need to give the registrar:

☐ The deceased person's full name at time of death:

☐ Any names previously used by the deceased, including maiden surname:

☐The deceased person's date and place of birth (town and county if born in the UK and country if born abroad)

☐The deceaseds' last address:

☐The deceaseds' occupation:

☐The deceaseds' surviving spouse or civil partners full name, date of birth and occupation:

☐If the deceased was receiving a **state** pension or any other **state benefit** – (ideally take along the payment slips or books if they are easily found.)

DEATH CERTIFICATE TIP: people always need extra copies of the death certificate for banks, insurance companies, investments, property etc etc. Unless the estate is very simple and 3 or 4 copies may do, we suggest at least 8 copies – they are cheaper at the time of registration, but you have to pay for them at the time.

Who can register a death

If the person died in a house or hospital, the death can be registered by:

- a relative
- someone present at the death
- an occupant of the house
- an official from the hospital
- the person making the arrangements with the funeral directors

Deaths that occurred anywhere else can be registered by:

- a relative
- someone present at the death
- the person who found the body
- the person in charge of the body
- the person making the arrangements with the funeral directors

Most deaths are registered by a relative. The registrar would normally only allow other people if there are no relatives available.

When

A death must be registered within 5 days unless special permission is obtained from the Registrar – call them as soon as you know there is a problem.

If you need help with probate
(and you are appointed as executor in the Will, or are the nearest relative if there is no Will)
Probate is sorting out the financial and property affairs of the person who has died. Don't rush off to a local bank or solicitor without calling us first. We can usually **save you a lot of money**.

Other Free Guides: just email info@TheProbateDepartment.co.uk and ask for:

- **Guide to Probate**
- **2 Minute Guide to reviewing your Legal Planning**
- **Asset Protection Secrets**
- **Lasting Powers of Attorney**
- **Funeral Plans for the future**