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| **Details required** | **Guidance notes** | **Deceased details** |
| Date of death |  |  |
| Place of death | This will be the name of the hospital or nursing home, the name or number of the house, the name of the street and village town etc.  If the death took place in an ambulance, car etc then you need to provide information about the locality of the vehicle when the death occurred and the intended destination. |  |
| Name and surname | This should be the name they were known as at the time of his or her death.  You should also establish if they are known by any other name currently or previously. You need to record those details together with some notes as to the circumstances to help the registrar ascertain how to record the information in the entry. |  |
| Sex | Male or Female |  |
| Maiden surname of woman who has married or formed a legal civil partnership | This is the surname in which a woman contracted her (first) marriage or legal civil partnership. |  |
| Date of birth | Please provide approximate dates if exact date not known. |  |
| Place of birth | Town and county/London borough or country of birth and **only** country if born outside UK. |  |
| Occupation | Provide as much information as possible relating to the most recent occupation (and whether the deceased was retired). |  |
| Usual address | This should include the name or number of the house, name of the street and village or town.  Where the death occurred in a hospital the deceased’s usual address should be recorded. |  |
| Spouse/legal civil partner’s name, occupation, and date of birth. | The full name of the deceased’s most recent spouse/legal civil partner, their most recent occupation (whether retired), and their date of birth. |  |
| NHS Number (if known) | Found on NHS medical cards or Drs/hospital correspondence |  |

We want to ensure that the official record of the death is accurate and true. To correct an entry, you may need to later pay a fee depending on the type of error. To prevent errors, it would help if you have available for reference documents which evidence the above names, dates of birth and addresses.

**Examples of the most useful documents**(if they can easily be found) **are:** passport, driving licence, birth certificate, deed poll, marriage/civil partnership certificates, a council tax bill, recent utility bill etc. Please note that finding/having these documents for the appointment is not mandatory.