

Registering a Death

Deaths must be registered in person by appointment at a registration office.

You should register the death within five days of a Medical Examiner's Office or Coroner advising you to register. You should only book to register if you have been told to do so by a Medical Examiner's Office or the Coroner.

How do I book an appointment?

Death registration appointments can be booked online at [Register a death - Norfolk County Council](#) or by calling Norfolk Registration Service on **0344 800 8020**. Please note that death registration appointments cannot be booked more than five days ahead.

Where can I register?

If the death occurred in Norfolk, you should attend one of the Norfolk registration offices to register the death.

[Dereham](#), [Diss](#), [Downham Market](#), [Earlham](#), [Fakenham](#), [Great Yarmouth](#), [King's Lynn](#), [Norwich County Hall](#), [Norwich Archive Centre](#), [North Walsham](#), [Thetford](#)

Full details of all Norfolk offices are found at [Registration offices in Norfolk - Norfolk County Council](#).

If you live outside of Norfolk and travelling to a Norfolk office would be difficult you can book an appointment to make a declaration at any registration office in England or Wales. They will take the information for the registration and send this to the Norfolk Registration Service. The Norfolk Registration Service will then produce all death certificates and email required paperwork to the funeral director; there may be a delay in receiving these. Please contact your local register office to arrange a declaration with them. [Find your local register office on GOV.UK](#).

If the death occurred outside of Norfolk and travelling to the register office where the death occurred would be difficult for you, you may make a 'declaration of the death' at a Norfolk registration office if you, the informant, live in Norfolk. Norfolk Registration Service will take the information for the registration and send it to the district where the death occurred. The receiving district will produce all death certificates and paperwork for the funeral director; there may be a delay in receiving these. Please contact Norfolk Registration Service to book an appointment to register by declaration. The Norfolk Registration Service will need to discuss your individual circumstances and available paperwork prior to you attending an appointment.

What paperwork will I receive at the appointment?

- **The Death Certificate:** At the appointment you can purchase as many full death certificates as you need. They cost £12.50 each. You will be able to discuss how many copies you may need with the Registrar. You can pay by debit or credit-card, smart device with contactless payment, but not cash, cheque or American Express.
- **Certificate of Burial or Cremation:** This certificate, sometimes known as a 'green form', is required by the funeral director. After registering, the registrar will email this directly to your appointed funeral director and the place of burial or cremation. In some circumstances this form will be issued direct from the Coroner.
- **Tell Us Once reference number:** At the registration you will be given more information about the [GOV.UK Tell Us Once service](#) which lets you tell various local and central government organisations of the death in one go. You can view a [British Sign Language Video about Tell Us Once](#) on the Department for Work and Pensions YouTube channel.

What do I need for the appointment?

We want to ensure the official death record is accurate. Correcting an entry later may incur a fee, depending on the error. **Examples of the most useful documents to take to the appointment** (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 having these for the appointment is not mandatory

Details required	Guidance notes	Deceased details
Date of death		
Place of death	<p>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.</p> <p>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.</p>	
Name and surname	<p>This should be the name they were known as at the time of their death.</p> <p>You should also establish if they are known by any other name currently or previously. Recording some notes as to the circumstances of name changes will help the registrar know how to record the information.</p>	
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. Country only 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	<p>This should include the name or number of the house, name of the street and village or town.</p> <p>Where the death occurred in a hospital the deceased's usual address will be recorded.</p>	
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 Doctor's/hospital correspondence	