

P. R. BOWERS & SON

FUNERAL DIRECTORS

Amner Cottage, Methwold Road, Northwold, Thetford, Norfolk IP26 5LN

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Email: enquiries@bowersfunerals.co.uk

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Registering A Death - A Guide

When a person dies a doctor or hospital will issue a death certificate.

If the death is or has been referred to the coroner, where a cremation is chosen, the coroner will issue a certificate to replace the green one originally completed following the death.

A Death Must Then Be Registered By Law

We are able to advise on the procedure and whereabouts of the relevant registration offices.

Appointments must be made to register.

The local Registrar Details and contacts are shown below.

Who can Register the Death?

- Any Relative of the Deceased
- Any person present at the time of death
- The occupier of the house where the death occurred
- The person arranging the funeral

What information will be required?

Date & place of birth and death

- Full name of the deceased, home address and occupation
- Marital status and, if the deceased is female, her maiden name and her husband's full name & occupation

Registrars Contact Details

Any death that has occurred in Norfolk, can now be registered at any Norfolk Registrar, an appointment will be required.

Appointments for any registrar can be made by telephoning the local County Council on:

Norfolk Registrar 03448 008020

Suffolk Registrar 03456 072060

Cambridgeshire Registrar 03450 451363

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Informing Authorities of a Death - A Guide

The government operates a service which is called “Tell Us Once”

Using this service one phone call will cancel anything connected to the government.

To use this service, the registrar will give you a leaflet explaining the procedure which can be done by telephone or online. Also the registrar will give you a “Tell Us Once” reference number, which will be required to complete the task.

What “Tell Us Once” Does

This service prompts the authorities to:

- work out final any payments of benefits for the person who’s died (including the State Pension) and tax credits
- make arrangements for Income Tax, National Insurance and Council Tax.
- cancel the passport and/or driving licence of the person who’s died (if applicable).
- let local council services know so they can make arrangements about council housing and Blue Badge schemes.
- make sure the person’s name is removed from the electoral register (also known as the electoral roll).

Death Certificates

Additional copies of death certificate can be purchased from the registrar at a cost of £11.00 each. These certified copies will be needed for any of the following purposes, among others. They can be purchased at the time of registering the death or at a later date.

- Bank and Building Society accounts *
- Life Insurance policies covered by the deceased
- Dealing with shares owned by the deceased
- Applying for a tax rebate
- Private Pensions
- Solicitor

** Accounts will be frozen until such times as the deceased’s estate is dealt with, then can be closed. However, a Bank or Building Society is able to settle funeral costs provided sufficient funds exist in the deceased’s account.*

Planning A Funeral

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If the death occurs over a weekend or if you have to wait for paperwork to be issued by the hospital or doctors, please inform us as soon as you feel able, so we can help and advise you on the procedures to follow.

We will guide you through every step of arranging the funeral that you require for your loved one. This can take any form that you require, below are some of the items that will require your consideration.

- Is the service to be a burial or cremation?
- Where would you like the service to be held?
- Type of service, a Religious Service or Funeral Celebrant Thanksgiving Service?
- If the service is to be a burial, choice of churchyard, cemetery or Woodland burial?
- What is your preferred date and time for the service?
- A choice of Hymns and Music you would like?
- Would you like a printed order of service?
- Would you like all who wish to send flowers or family flowers only etc, or will you be asking for donations in lieu to a favourite charity? It can be left as flowers or donations to give people an option on their preference.
- Do you require for an Obituary/Death Notice to be placed in either a local or national newspaper? We can give assistance in compiling wording.
- Where will you require us to meet prior to the service, at the service or from deceased or family home, or from our chapel of rest.
- Do you require for a limousine to collect the family on the day of the service? A limousine seats 7 family members, more than one is usually available, if required.
- If the deceased is wearing jewellery, a decision will need to be made if it is to remain on, or to remove for a keepsake for family.
- It is generally possible for the deceased's own clothing to be worn or a satin robe can be provided.