

West Lothian

Appointment needed at all offices. Please phone to make an appointment or email: registration@westlothian.gov.uk.

Livingston

Civic Centre
Howden South Road
EH54 6FF
Phone: 01506 281898 or 282914

Bathgate

Bathgate Partnership Centre
South Bridge Street
EH48 1TS
Phone: 01506 282916 or 281894

East Calder

East Calder Partnership Centre
139 Main Street
EH53 0EP
Phone: 01506 281894 or 282916

Broxburn

Strathbrock Partnership Centre
189a West Main Street
EH52 5LH
Phone: 01506 281894 or 282916

East Lothian & Midlothian

Appointment needed at all offices.

Musselburgh

Brunton Hall
Ladywell Way
EH21 6AF
Phone: 0131 653 5225/6
Email: musselburghregistrars@eastlothian.gov.uk

Haddington

John Gray Centre
15 Lodge Street
EH41 3DX
Phone: 01620 827308
Email: haddingtonregistrars@eastlothian.gov.uk

Dalkeith

Fairfield House
8 Lothian Rd
EH22 3AA
Phone: 0131 271 3281
Email: registrar@midlothian.gov.uk



Registering your baby's death

A guide for bereaved parents,
families and carers

Registering your baby's death

We would like to offer you and your family our deepest sympathy at this difficult time. We hope this leaflet helps you to understand the process of registering the death.

Please note: If you've not yet registered your baby's birth, you can do this at the same appointment. The birth should be registered by a parent. You should take the birth card from the hospital as well as your own birth certificate and any marriage / civil partnership certificate. If you are not married or in a civil partnership then both parents must go to the registration appointment if you wish both names to be on the birth certificate.

Who can register the death?

The death should normally be registered by the baby's parent, carer or a close relative.

When?

The death must be registered within 8 days. Most offices have an appointments system so you can book a suitable time.

Where?

You can go to any registration office in Scotland. This leaflet contains details of offices in Edinburgh and the Lothians. To find an office in another area you can look online at www.nrscotland.gov.uk or contact the NHS Lothian Bereavement Service on 0131 242 6995.

What to take:

- You must take the Medical Certificate of Cause of Death.
- You should also take your baby's birth certificate, if available.

The registrar will ask:

- Child's full name.
- Date and country of birth.
- Usual address.
- Parents' full names and occupations.

Once the death is registered, the registrar will give you:

- Form 14 for the funeral director (free of charge).
- An abbreviated death certificate (free of charge).
- You can buy a copy of the full death certificate for a fee, currently £10. You may need this for dealing with bank accounts or insurance, or if your child's funeral will take place outside Scotland.

Death Certificate Review Process

NHS Scotland carries out reviews to check the quality and accuracy of Medical Certificates of Cause of Death. Certificates are selected at random during the registration process. Deaths which have been reported to the Procurator Fiscal (e.g. sudden, unexpected or accidental deaths) are exempt from selection. When a certificate is selected for review there may be a short delay in completing the registration and finalising funeral arrangements. In certain circumstances the registrar can help you apply for 'advance registration' to enable the funeral to go ahead before the review is completed.

Registration Offices in Edinburgh and the Lothians

Edinburgh

Appointment needed at all offices. Appointments can be booked online at www.edinburgh.gov.uk/registerdeath.

City Chambers

The Quadrangle
253 High Street, EH1 1YP
Phone: 0131 529 2600

Leith

30 Ferry Road
EH6 4AE
Phone: 0131 529 5520

South Queensferry

53 High Street
EH30 9HP
Phone: 0131 331 1590