



Registering your child's death

A guide for bereaved parents, families,
and carers

Registering your child'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.

Who can register the death?

The death is normally registered by a parent of the child, however if this is not possible then contact the registrar's office to discuss an alternative. The team in the hospital will scan the appropriate paperwork to the Registration Office of your choice. The Registration Office will then contact you to register your child's death.

When?

The death must be registered within 8 days. Death registrations are carried out by telephone, so you no longer need to attend an office in person.

Where?

You can use 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 you will need:

- Your child'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
- The name and address of your child's family doctor (GP).

Once the death is registered, the registrar will produce:

- 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.

Obtaining a copy of 'The Medical Certificate of Cause of Death' (MCCD)

If you would like a copy of 'The Medical Certificate of Cause of Death', please email bereavement.service@nhslothian.scot.nhs.uk with your child's full name and date of birth in the subject line to request this.

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.

Tell Us Once

This optional service can help you to notify national and local government departments of your child's death, e.g. if they had a passport, blue (disabled parking) badge or received social security benefits.

A registrar will explain the Tell Us Once service when you register the death. They will either:

- Complete the Tell Us Once service with you
- Give you a unique reference number so you can use the service yourself online or by phone (within 28 days)

Please have available the relevant documents e.g. details of the child's benefits, their passport or blue badge.

More information can be found here: www.gov.uk/after-a-death/organisations-you-need-to-contact-and-tell-us-once

Death registration in Edinburgh and the Lothians Edinburgh

Registration is being carried out by telephone.

You will be contacted in the first instance via email, once information has been received from the hospital or doctor. This will be to arrange a telephone appointment for registering the death of your child.

For further help or information please go online:

www.edinburgh.gov.uk/registerdeath

East, West or Midlothian

A callback from one of the registration team will be made once the certifying doctor has forwarded the medical cause of death certificate to the registration office by email along with contact details for next of kin. If you have any enquiries about registering a death during this difficult time then you can contact their office on the below details.

East Lothian

01620 827 308 or by email haddingtonregistrars@eastlothian.gov.uk

West Lothian

01506 281 897 and 01506 282 914 or by email
registration@westlothian.gov.uk

Midlothian

0131 271 3281 or by email registrar@midlothian.gov.uk

Alternative register office details (outwith Lothian)

Staff to complete below if required

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