

When Someone Has Died

NHS Lothian Bereavement Service is here to support you



When someone close to you dies, you may be unsure what to do. We hope this leaflet will help you understand what happens now

NHS Lothian Bereavement Service

Telephone:

0131 242 6995 or 0131 242 1996

Email:

bereavement.service@nhslothian.scot.nhs.uk

Website:

<https://services.nhslothian.scot/bereavementservice/>



Bereavement is one of the hardest life experiences you may face. As well as the emotional upset, you may need advice or guidance about practical, legal or financial matters. We are here to provide you with information and support for all aspects of bereavement.

Whenever you feel ready we can also direct you to the most appropriate support groups for grief and bereavement.

How to register a death in Edinburgh & the Lothians

You do not need to collect paperwork from the hospital or go to a registration office in person to register the death.

- The ward doctor will complete the Medical Certificate of Cause of Death (MCCD), which details the cause of death. The ward staff should discuss this with you, so that you can ask questions if you wish
- The ward will arrange for the MCCD to be scanned and emailed directly to the Registration office of your choice
- Once the scanned certificate has been received by the Registration office, they will contact you to complete the death registration process by telephone
- If you would like a copy of the MCCD please email **bereavement.service@nhslothian.scot.nhs.uk** with the name and date of birth of the person who has died. We will email you a copy

Please note: If you are registering the death out-with the Lothians, the certificate will still be emailed to your chosen Registration office but you should check local arrangements for making an appointment. Contact details for Scottish Registration offices can be found at: www.nrscotland.gov.uk.

When you speak to the Registrar by telephone, they will ask for some information about the person who has died:

- Full name, usual address and occupation
- Their parents' full names and occupations
- Name and address of their GP
- Their NHS number (CHI number), if available
- Details of their birth and any marriages or civil partnerships. If these occurred in Scotland, the Registrar can access details on the Scottish Family History System. If any relevant life events occurred outside Scotland, the Registrar may ask you to email them a digital copy (e.g. a scan or photograph) of the certificates, if possible.

Once the registration is complete, the Registrar will:

- Email / post the Form 14 (Certificate of Registration of Death) directly to your chosen Funeral Director
- Post an abbreviated Death Certificate to you (free of charge)
- If you wish to purchase copies of the full extract, these will be also be posted to you.

Death Certificate Reviews

The Death Certification Review Service normally carries out reviews of a small sample of MCCDs to check their quality and accuracy. Certificates are selected at random during the registration process. If the certificate is selected for review and you wish to organise the funeral quickly (e.g. for religious or other reasons), the Registrar can advise you about applying for 'advance registration' to prevent delays to funeral arrangements.

'Tell Us Once' Service

This optional service can help you notify national and local government departments of the death (e.g. to deal with the person's benefits, state pension, passport, driving licence or blue badge). The Registrar can give you a reference number to complete the 'Tell Us Once' process by telephone or online. For more information about 'Tell Us Once', please visit:

www.gov.uk/tell-us-once

Contact details for local Registration Offices:

City of Edinburgh Council

Email: registrars.city@edinburgh.gov.uk

Tel: **0131 529 2600**

Midlothian Council

Email: registrar@midlothian.gov.uk

Tel: **0131 271 3281**

West Lothian Council

Email: registration@westlothian.gov.uk

Tel: **01506 281 898**

East Lothian Council

Email: haddingtonregistrars@eastlothian.gov.uk

Tel: **01620 827 308**

Registration Offices in other areas

Details can be found at www.nrscotland.gov.uk