

When Someone Has Died

At Home or in the Community



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

For information & resources please visit
<https://services.nhslothian.scot/bereavementservice/>

Bereavement can be one of the hardest life experiences you may face. It is important to do what feels right for you. Do not feel that you have to make arrangements straight away. It may be important for you to spend some time with the person who has died, before attending to official matters.

When someone dies at home, a trained medical professional must attend to confirm the death. During working hours this could be the patient's G.P. Once the death has been confirmed and assuming that the death does not need to be reported to the Procurator Fiscal, you can contact a Funeral Director and arrange for your loved one to be taken into their care. Most FD's can be contacted 24 hours a day—details available online. The National Association of Funeral Directors (NAFD) also have details of companies in your area:

www.nafd.org.uk

How to register a death in Edinburgh & the Lothians

You **do not** need to collect paperwork from the G.P.

- The G.P. will complete the Medical Certificate of Cause of Death (MCCD), which details the cause of death. They should discuss this with you, so that you can ask questions if you wish. If you would like a copy of the MCCD please request this from the G.P. If the death was sudden or not expected, it may be referred to the Procurator Fiscal to investigate. This can sometimes delay the registration process
- The G.P. will scan & email the MCCD directly to the Registration office of your choice
- Once received, the Registration office will contact you to complete the death registration process. **The registration office will let you know if you have to register the death in person or by telephone appointment.**

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 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, 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 Certificate of Registration of Death to you (free of charge)
- If you wish to purchase copies of the full extract, these will also be posted to you once you have made payment

Death Certificate Reviews

The Death Certification Review Service 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.

Contact details for local Registration Offices:

City of Edinburgh Council Tel: **0131 529 2600**

Email: registrars.city@edinburgh.gov.uk

Midlothian Council Tel: **0131 271 3281**

Email: registrar@midlothian.gov.uk

West Lothian Council Tel: **01506 281898**

Email: registration@westlothian.gov.uk

East Lothian Council Tel: **01620 827308**

Email: haddingtonregistrars@eastlothian.gov.uk

Registration Offices in other areas

Details can be found at <https://www.nrscotland.gov.uk>

When someone dies, there may be official organisations who need to be informed. You may need to contact the person's:

Employers

Insurance providers (home, car, life, etc)

Bank / Building Society

Gas, electricity or phone companies

'Tell Us Once'

'Tell Us Once' is an optional service and can help you notify national and local government departments of the death (e.g. HMRC, benefits office, 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:

<https://www.gov.uk/tell-us-once>

Bereavement Support

CRUSE Bereavement Care Scotland 0808 802 6161

goodlifedeathgrief.org.uk

Breathing Space 0800 838587

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