

DEATH REGISTRATION FORM FOR ALL IN-PATIENT DEATHS

To be completed IN FULL following completion of MCCD and discussion with NOK

PLEASE DO NOT GIVE ORIGINAL MCCD to NOK

HOSPITAL & WARD	Attach addressograph label or complete below:		
DATE OF DEATH	NAME OF DECEASED ADDRESS		
	CHI		
Has the next of kin (NOK) been informed of the certified cause of death and the current process for registering the death?			
YES		If NO KNOWN NEXT OF KIN refer death to bereavement.service@nhs.scot	
Which Registration Service will the next of kin be using to register the death? (Death can be registered in any local authority registration office in Scotland)			
City of Edinburgh	East Lothian	Midlothian	West Lothian
Out with Lothian: (please specify which area)			
What are the contact details for the person (NOK) who will register the death?			
Name			
Relationship to deceased			
Email address*			
Telephone number(s)			
<p>If the next of kin wish a scanned copy of the MCCD to be emailed to them and consent to this being sent via a non-secure route they must email to request this. They must use the same email account listed above*.</p> <p style="text-align: center;">We will not contact them until they have emailed us.</p> <p style="text-align: center;">bereavement.service@nhs.scot</p>			
Please confirm NOK been given a bereavement information leaflet "When Someone Has Died"? Yes / No			
STAFF NAME	STAFF SIGNATURE	DATE	
Contact no:			

**RIE, WGH & SJH: HAND DELIVER THIS FORM AND THE ORIGINAL MCCD TO THE MORTUARY
OPENING HOURS: MON-THURS 8AM -1PM, 2PM-4PM; FRI 8AM-1PM, 2PM-3.30PM**

**OTHER SITES: WARD STAFF SCAN AND SEND THIS COMPLETED FORM & THE MCCD TO CHOSEN
REGISTRATION OFFICE & BEREAVEMENT SERVICE. PLEASE DOCUMENT BELOW**

RECORD OF SCANNING AND EMAILING TO REGISTRARS' OFFICE

ACTION	NAME	SIGNATURE	DATE
MCCD and this form received by Mortuary/ other sites			
MCCD and this form scanned and emailed to Reg Office &cc'd to Bereavement Service			
Any other comments			

REMEMBER

1. Email to registration office must be sent from an NHS Lothian email account (@nhslothian, @luht, etc). An NHS.net account should not be used as this is not a secure email transmission route. **Scanned MCCD must be sent in PDF format.**
2. Remember to cc. the NHS Lothian Bereavement Service into the email to the registration office: bereavement.service@nhs.scot
3. When sending email to the registration office the subject line should be the full name of the deceased person.

EMAIL AND POSTAL ADDRESSES FOR LOTHIAN REGISTRARS

City of Edinburgh Council

registrars.city@edinburgh.gov.uk

Registration Office
The Quadrangle
253 High Street
Edinburgh
EH1 1YP

East Lothian Council

haddingtonregistrars@eastlothian.gov.uk

Registration Office
John Gray Centre
15 Lodge Street
Haddington
EH41 3DX

Midlothian Council

registrar@midlothian.gov.uk

Registration Office
Fairfield House
8 Lothian Rd
Dalkeith
EH22 3AA

West Lothian Council

registration@westlothian.gov.uk

Registration Office
Civic Centre
Howden South Road
Livingston
EH54 6FF

Contact details for registration offices in other areas can be found at:

<https://www.nrscotland.gov.uk/files/registration/RegOfficeContacts.pdf>