

Registering a Death

Procedure during the Covid-19 Pandemic for deaths that occur in Leicester, Leicestershire and Rutland

During the current period there is a change to the way that all deaths are registered.

All deaths are now being registered by telephone until further notice.

Please do not come to the Registration Office

When a loved one dies, the doctor will advise you that the Medical Certificate of Cause of Death (MCCD) has been sent directly to the relevant Registration Service.

The Registration Service will then contact you to make arrangements to register the death by telephone.

The registrar will register the death and then issue the “Green Form” (Form 9) for burial or cremation directly to your chosen burial authority and copied to your funeral director.

Certificates

Leicestershire and Rutland registrars will discuss with you how many death certificates you would like, and will then post them out to you. You should have a credit or debit card ready to pay for the certificates, which cost £11 each.

For Leicester death registrations the registrars will advise on the process for obtaining certificates as they are operating slightly differently.

Tell Us Once

The Registrar will take some information from you to allow you to access the Tell Us Once system (which notifies other government departments, like the DVLA, DWP etc.)

Deaths referred to the Coroner

If the death is referred to the Coroner, we will contact you when the paperwork has been released and arrange the appointment to register by telephone as above.

Alternative Informants

Funeral Directors are allowed to act as informants to register a death, but we would prefer it to be a member of the family.

Contact details for Registration Services

Please telephone your local registration service. If you are not able to telephone, then you can send an email.

Leicestershire Death Registrations:
0116 305 6565
email: registration@leics.gov.uk

Rutland Death Registrations:
01572 758 380
email: registrars@rutland.gov.uk

Leicester Death Registrations:
0116 454 1000
email: register.office@leicester.gov.uk