|  |  |  |
| --- | --- | --- |
| Details required | Guidance notes | Deceased details |
| Date of death | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Place of death | * This will be the name of the hospital or nursing home, the name or number of the house, the name of the street and village town etc.
* If the death took place in an ambulance, car etc then you need to provide information about the locality of the vehicle when the death occurred and the intended destination.
 |  |
| Name and Surname | * This should be the name they were known by at the time of his or her death
* You should also establish if they are known by any other name currently or previously. You need to record those details together with some notes as to the circumstances to help the registrar ascertain how to record the information in the entry.
 |  |
| Sex | Male or Female |  |
| Maiden surname of woman who has married | This is the surname in which a woman contracted her (first) marriage. |  |
| Date of birth | Please provide approximate dates if exact date not known. |  |
| Place of birth | Town and county/London Borough or country of birth and **only** country if born outside UK. |  |
| Occupation  | * Provide as much information as possible relating to the most recent occupation.
* Please also record whether the deceased was retired.
* Name and Surname of husband/wife/widow /widower/surviving civil partner and their occupation. If they are deceased did they retired before they died
 |  |
| Usual Address | * This should include the name or number of the house, name of the street and village or town.
* Where the death occurred in a hospital the deceased’s usual address should be recorded.
 |  |
| **Confidential Statistics** **These particulars are required under the Population (Statistics) Acts will not be entered in the register. This confidential information will be used only for the preparation and supply of statistical information by the Registrar General.** | * Was the deceased single (never married or in a Civil Partnership), married or in a civil partnership, widowed or divorced/Civil Partnership dissolved?
* Surviving Spouses full date of birth or partial date of birth.
 |  |
| **Voluntary Statistics****These particulars, which are collected for the production of statistics, will not be entered in the register. This information may be used in identifiable form for statistical analysis by the Registrar General and approved researchers outside of ONS.** | If the deceased died in a communal establishment (hospital/care home) had they been there for over six months?What was the industry the deceased worked within (e.g. construction/media/financial services)?Was the deceased employed or self-employed?Did the deceased manage any staff or have any employees (if they were self- employed?)What was the industry the deceased’s spouse worked within? Was the deceased’s spouse employed or self-employed?Did the deceased’s spouse manage any staff or have any employees (if they were self- employed?) |  |

**Where will the funeral take place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is it a Burial or Cremation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact details of Funeral Director**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_