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Registering a death

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Blackpool registration service can only register deaths and stillbirths which occur at the following locations:

- Blackpool Victoria Hospital
- Trinity the Hospice in the Fylde, Low Moor Road, Bispham
- Any private residence, nursing or care home where the Council Tax is payable to Blackpool Council

Who can register a death

If the death occurred in a house or hospital

- A relative or partner of the deceased, present at the death
- A relative or partner of the deceased, in attendance during the last illness
- A relative or partner of the deceased
- A personal representative of the deceased (such as a solicitor, family friend, or funeral director who has been appointed by, and is acting on behalf of, the deceased's family)
- Someone present at the death
- The occupier of the house or hospital if he or she knew of the death
- Another person living at the house if he or she knew of the death
- The person making the arrangements with the funeral directors

If the death occurred elsewhere

- Any relative of the deceased with knowledge of the particulars required for the registration
- Someone present at the death
- Someone who found the deceased
- A person in charge of the deceased
- The person making the arrangements with the funeral directors

Booking your appointment

- All death appointments are **face to face** and are held at the Town Hall, Talbot Road, Blackpool, FY1 1GB
- Please book your death registration appointment online if you can or ask a friend or relative to make an appointment for you using an internet-connected device. You can phone us on 01253 477177. Please avoid calling between 12 noon and 2.00pm
- Please ensure you fully complete the online process and have received an email confirmation of your appointment
- All medical certificate of cause of death (MCCD) will be scanned to us, once completed by the doctor and checked by the medical examiner at Victoria Hospital
- If there has been a post-mortem, the coroner's staff will supply us with the cause of death and inform you when you can make an appointment
- When making an appointment, please note that should you arrive more than 10 minutes late, we may be left with no alternative but to reschedule your appointment
- If you require an interpreter, please telephone 01253 477177 or email registrars.bdm@blackpool.gov.uk to book your appointment

Make your appointment now

Book your appointment now

What information the registrar will ask you for?

- The date and place of death
- The full name and surname of the deceased person (and the maiden surname if the deceased was a married woman/civil partner)
- The date and place of birth
- The occupation of the deceased and, if the deceased person was a married woman, the full name and occupation of her husband
- Their usual address
- Their last occupation
- If the deceased was married, widowed or registered a formal civil partnership, the full name and occupation of their spouse or civil partner
- The date of birth of a surviving spouse or civil partner
- Details of any public sector pension e.g. civil service, teacher or armed forces

Please note: It is important that all details are registered correctly to produce the legal record. Please ensure you check the information thoroughly before signing. If any changes need to be made at a later date there will be a fee of between £83 and £99

[More information on correcting a death registration](#)

Official documents you will receive

The registrar will issue a green form for burial or cremation - unless the coroner has been involved and has already issued a form.

- [Tell Us Once](#) is a service that lets you report a death to most government organisations in one go and you will be given information about this.

You will also need to purchase copies of the death certificate from the registrar for:

- Probate or letters of administration
- Bank or building society accounts
- Insurance companies
- Stocks and shares
- Pension funds
- Solicitors

Fees and payment types

There is no charge for registering a death, but death certificates (certified copies of the death entry) are £12.50 each at the time of registration and afterwards.

Next of kin unable to afford the funeral arrangements

If you are in receipt of benefits you may be able to claim a [funeral payment](#) from the Department for Work and Pensions. You can apply anytime after the date the person has died and up to 6 months after the date of the funeral.

Urgent burials

If you need to arrange an urgent burial (for example if the deceased was Jewish or Muslim) then a senior member of the team can be contacted outside the normal working week (on Saturdays, Sundays and bank holidays only between 9.00am and 12.00 noon) by these communities only on 07796 994678 or 07919 574760. Any urgent burials taking place during the normal working week (Monday to Friday) will be dealt with as a priority.

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