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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

People who have a legal responsibility to register a death include:

- A relative
- A person present at the death
- The occupier of the premises where the death occurred if they knew about it
- The person responsible for arranging the funeral (this does not include the funeral director)
- A death should normally be registered within five days (unless a coroner is investigating the circumstances leading to a death). The death must be registered at the register office for the district where the death occurred

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. If you really need to, you can phone us on 01253 477177. Please avoid calling between 12 noon and 2.00pm.
- Many local funeral directors are able to log into our appointment system to book appointments for you
- We are liaising with the bereavement office at Victoria Hospital, Trinity Hospice and all GP surgeries for the Medical Certificate of Cause of Death (MCCD) to be scanned to us so that relatives do not need to pick this up in person (we cannot register the death without this information)
- If you have been given the MCCD then please ensure you bring it with you to the appointment as without this we will be unable to register
- 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

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 £75 and £90

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

Official documents you will receive

For deaths registered using a medical certificate of cause of death, or post mortem where a burial will take place, the registrar will issue a green form. This form is needed to make the funeral arrangements and will be given to you in the appointment for you to give to your funeral directors. If a post mortem was held and a cremation will or has already taken place, the Coroner may already have provided your funeral director with a yellow 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 £11 each at the time of registration and afterwards.

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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Blackpool Council

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