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Registering a death

Last Modified June 29, 2020



Customer information regarding Coronavirus (COVID-19) updated 26 June 2020

- You may find the [Support for the bereaved](#) guidance from the Gov.uk website useful
- If you are unsure of where to register a death or what the process is, you may also find the following [Register a death](#) information useful

Registering a death in Blackpool

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

We are now registering deaths by telephone

The Town Hall is not open for registering deaths in person.

- Ensure your doctor has scanned the deceased's medical certificate of cause of death (MCCD) to us at registrars.bdm@blackpool.gov.uk before you make your appointment
- If a doctor is supplying a MCCD but has referred the cause of death to the Coroner, the Coroner's staff will inform you when you can make an appointment
- 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
- COVID-19 does not require referral to the Coroner

Booking your telephone appointment

- 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. Avoid calling between 12noon and 2.00pm and if you still can't get through to us to book an appointment, please email us (or ask a friend or relative to email us) at registrars.bdm@blackpool.gov.uk and leave a contact number for us to call you back
- 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 are told to pick up the MCCD in person, refuse and ask the medical provider to scan it to us at registrars.bdm@blackpool.gov.uk. We can only accept scans from Victoria Hospital, Trinity Hospice or a GP surgery
- If you book your telephone appointment online, you will be asked to fill in questions about the deceased. This is the information the registrar needs to register the death and will help them if they have this to hand before ringing you
- The following people are qualified to register a death:
 - Any relative residing within the district or elsewhere

- Someone who was present at the death (this doesn't have to be a relative)
- The occupier of a house where the person died there (and the occupier knew of the death) (Occupier includes anyone living in the house and who either owns or is liable for the rent of the whole house or that part of it in which the death occurred)
- Any inmate of the house where the person died if they knew of the death
- The occupier of a communal establishment such as a Nursing or Rest home. This person should hold a senior administrative role.
- Any person who found the body
- Any person in charge of the body
- The person making the decision on the burial or cremation of the body
- A funeral director who is working on behalf of the family and has their agreement to do so

Preparing for your telephone appointment

- Make sure you are available for an hour, beginning at the start of your appointment time
- Make sure you have any documentary evidence to hand of the deceased that will help you spell their name and record their occupation and address correctly
- If you would like to purchase copies of the death entry, you are given the opportunity to purchase these when you book your appointment online or the registrar can take payment for these over the phone with a debit or credit card so have this to hand also. Certificates cost £11 each.

What we will do after your appointment

- We will scan and email the paperwork that will allow the funeral to take place directly to the funeral director, hospital mortuary or Trinity Hospice as required
- Any death certificates ordered will be posted out to you by Royal Mail. Please be patient in waiting for these to arrive. Our corporate mail collection days have been reduced therefore our post isn't being collected every day by the Royal Mail.

Make your appointment now

[Make An Appointment](#)

We realise this is a very stressful situation for you so please bear with us if you're struggling to get through to us. We will continue to work throughout this pandemic on your behalf to ensure that the legal process is completed for your loved one and that the necessary paperwork is issued for the funeral to take place.

Please be aware that the situation is ever evolving and this guidance may need to be updated in line with government guidance as and when it is issued

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. Different prices then apply for how quickly you require the certificate and your preferred postal method.

During this pandemic period, we encourage you to pay by credit or debit card.

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. You need this form to make the funeral arrangements and you should give it to your funeral director. If a post mortem was held and a cremation will or has already taken place, the Coroner may already have provided you 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

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 normal working hours (on Saturdays, Sundays and Bank Holidays) between 10.00am and midday by these communities only on 07796 994678 or 07393 752436.

Correcting a death record

In the majority of cases, you can't change a death certificate once it's been issued, but you can apply to get a note added to the original entry in the death register.

You can then purchase an updated certificate that shows this note.

Corrections to a death registration can only be made when the information is wrong (for example a mistake in spelling a person's name). There is a fee to correct an error of between £75-£90.

Updated certificates will cost £11 each.

Contact

Registration service

Town Hall, Talbot Square, Blackpool, FY1 1GB

Telephone 01253 477177

Email registrars.bdm@blackpool.gov.uk

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