Thurrock Council Registration Service - Informant Guidance

This template is designed to assist you and the registrar during the registration process.

It may help to complete this and bring it with you to your appointment, but you do not have to. The registrar may ask other questions and expand on answers given to ensure that the death is registered as accurately as possible.

Details required	Guidance notes	Deceased details
Date of death	Date of death.	
Place of death	This will be: The name of the hospital or nursing home, or 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, you would need to provide further details – advice will be given by the registrar.	
Name and surname	This should be the name the deceased was known by at the time of his or her death. You should also provide any other names the deceased was currently or previously known by.	
Sex	Male or Female	
Maiden surname of woman who has married	If the deceased was a woman, this is the surname in which she contracted her first marriage.	
Date of birth	This should be given as accurately as possible, however if the exact date is not known please provide approximate date.	
Place of birth	This should be the town and county (or London borough). If they were born outside of the UK only the country needs to be provided.	
Occupation	This should be the deceased's most recent occupation. You should also tell the registrar if the deceased was retired. The registrar will also wish to know if the deceased was married or in a civil partnership at the time of their death and the names of their spouse or civil partner (and if they are deceased)	
National Health Number	NHS number of the deceased - a 10-digit number, like 485 777 3456 which can be found on any letter from the NHS like a prescription or appointment letter.	

	This can be found on a document you already have, for example a P60, payslip or letters about benefits. If not go to, https://www.gov.uk/find-national-insurance-number it will help some organisations match their records faster.	
Usual address	This should include the name or number of the house, name of the street and village or town.	

It would also be helpful if the following information could be provided.

- if the deceased was married, the date of birth of the surviving widow or widower
- whether the deceased received a pension or allowance from public funds

Declaration

Once you have provided all the information required to complete the registration, the Registrar will ask you to make a declaration by stating that:

"I confirm that the particulars given by me are true to the best of my knowledge and belief."

This declaration replaces the need for a physical signature and is covered by the Perjury Act.

Please note that knowingly making a false declaration constitutes perjury.

Following the declaration the record will be created, and no changes can be made.