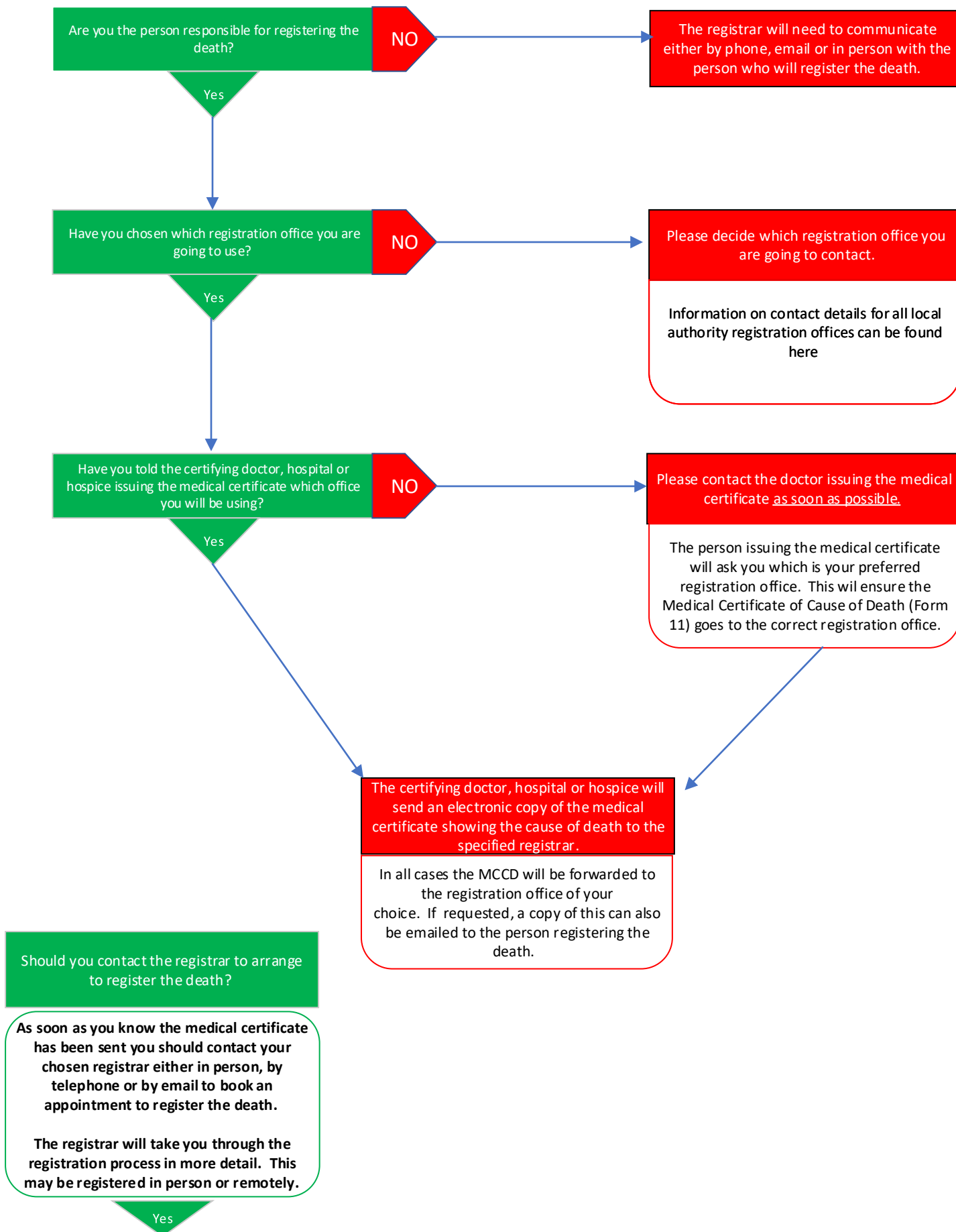


## Guidance for registering a death



Will the registrar ask you for information?

The registrar will ask you to provide:

1. Your contact details including your telephone number and/or e-mail address
2. Information about the deceased's birth and any marriage(s)
3. Evidence of, or information about, any relevant life event for the deceased which took place outside Scotland

Yes

Will you need to complete the register page?

If registered  
In person  
YES

During your appointment the registrar will ask you to confirm the accuracy of the information given by reading over the register page.

If registered  
remotely  
NO

The registrar will complete a template of how the register page will look

The registrar will then confirm with you that all of the information is correct. This can either be by email or over the telephone

Will you need to sign the register page in person?

If registered  
In person  
YES

During your appointment you will be asked to provide a signature for the register entry, to confirm its accuracy.

If registered  
remotely  
NO

The registrar will write your signature on the register page on your behalf.

After the template has been approved you will be asked to tell the registrar your usual form of signature e.g A. Baxter or Alex Baxter  
The registrar will write your signature on the register page followed by (Transcribed)  
**Register entries completed in this way will have the same legal force as entries signed in person.**

Do you know which funeral director will be making the funeral arrangements?

Yes

The registrar will offer to send a scanned copy of the Certificate of Registration of Death (Form 14) to allow funeral arrangements to be made.

No

The Certificate of Registration of Death (Form 14) can be given or posted to you after your appointment, to forward on to the funeral director of your choice

## Documents after registration

In all cases whether registered remotely or In person, you will receive one copy of the abbreviated death certificate free of charge, a copy of the Certificate of Registration of Death (Form 14) and you will be given the opportunity to purchase a 'full' death certificate which you may require for business purposes such as life insurance or private pensions. You will be given a copy of the registration privacy notice  
The Tell Us Once