

Bereavement – who you need to tell



This easy read tells you who you need to tell after someone has died.

Who you need to tell:



GOV.UK

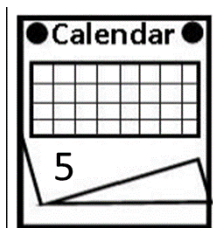
A [step-by-step guide about what to do when someone has died is available on GOV.UK](#).

This information is not in easy read format.

Registering a death:



By law, when someone dies, their death must be registered.



This should normally be done with 5 days of the death.



This may be longer if the coroner is involved or if there is a delay in the council getting the medical certificate stating the cause of death.

The death must be registered by:



- a relative of the person who has died



- someone who was there at the death



- a person who lives in the house where the death happened



- an administrator of the hospital



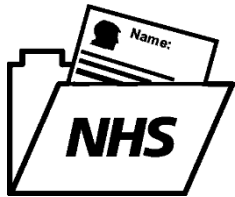
- the person making funeral arrangements



If the death happened in Nottinghamshire, you can register the death at the registry office that is the easiest for you to get to.



If the death happened in another county, you register the death in Nottinghamshire by completing a form at your local registry office. This will be sent to the right council.



You must take your identification (ID) with you. It also helps if you can take the birth certificate, NHS medical card and any marriage certificate of the person who has died.



The registrar – the person you register the death with – will give you a green “certificate of burial or cremation” form.



This must be given to the funeral director before they can make arrangements for a funeral.



Sometimes, this form will be given to you by a coroner instead.

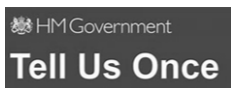


You will be given certified copies of the register entry and can buy as many copies of the death certificate as you want to.

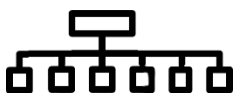


There is more [information about how to register a death on our website](#).

Tell Us Once Service



The government has a Tell Us Once service that makes it easier to let the government and the council know that someone has died.



Instead of having to contact lots of different council and government departments, you can use the Tell Us Once Service to give the information to the government only once.



If you don't want to use the Tell Us Once service, you must contact the lots of organisations separately.

These organisations include:



Department
for Work &
Pensions



Driver & Vehicle
Licensing
Agency



- HM Revenue and Customs (HMRC)
- Your local district or borough council for Council Tax
- National Insurance (NI) Contributions Office
- Child Benefit Office
- Department for Work and Pensions
- Personal, workplace and armed forces pensions
- DVLA for vehicles and driving licences
- HM Passport Office
- Student Loan Company



You can ask the registrar to complete the Tell Us Once form with you when you register the death.



You can also use Tell Us One [using an online form at GOV.UK](#).



To use the online form, you need a unique reference number given to you by the registrar. And you must complete the form within 28 days of receiving the reference number. [government's website](#).

Other services to tell:



You can prevent most unwanted sales and marketing telephone calls and mailings by contacting preference services:



- The [Telephone Preference Service](#)



- The [Mailing Preference Service](#)



The [Baby Mailing Preference Service](#) is a similar service. Parents who have suffered the death of a baby can use the service to reduce the amount of baby-related marketing.



The government's Money Helper website has information about:

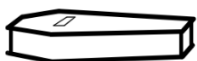
- [What to do when somebody dies](#) afaand
- [getting help to pay for funeral costs](#)



The Children's Funeral Fund for England is a government scheme which pays the costs of a funeral for a child.



A funeral director will help you with this or you can [find more information on the GOV.UK website](#).



If someone has died with no relatives or friends to arrange the funeral, a public health funeral will be arranged by the local council.

Customer Service Centre



Our Customer Service Centre can help if you need more information or help with form filling.

There are several ways to contact them, including:



Web: [Use our online contact form](#)



Telephone: 0300 500 80 80

Text Relay: 18001 0115 977 4050

People who have hearing or speech difficulties and prefer to communicate via text can use the Text Relay service through the [Relay UK app](#).



Sign Video

People who use British Sign Language to communicate can use [the SignVideo app](#) to speak with us.



Links in this document

GOV.UK – What to do when someone dies

gov.uk/when-someone-dies

Nottinghamshire County Council – how to register a death

nottinghamshire.gov.uk/births-deaths-marriages-and-civil-partnerships/deaths/how-to-register-a-death

GOV.UK – Tell Us Once

gov.uk/after-a-death/organisations-you-need-to-contact-and-tell-us-once

Telephone Preference Service

tpsonline.org.uk

Mailing Preference Service

mpsonline.org.uk

Baby Mailing Preference Service

bmpsonline.org.uk

Money Helper - what to do when someone dies

moneyhelper.org.uk/en/family-and-care/death-and-bereavement/what-to-do-when-someone-dies

Money Helper - help with funeral costs

moneyhelper.org.uk/en/family-and-care/death-and-bereavement/help-paying-for-a-funeral

GOV.UK – Children’s Funeral Fund for England

gov.uk/government/publications/claim-for-costs-of-a-childs-funeral-childrens-funeral-fund-for-england/how-to-claim-for-costs-of-a-childs-funeral

Nottinghamshire County Council – Contact Customer Service Centre

nottinghamshire.gov.uk/contactform

Relay UK

relayuk.bt.com/how-to-use-relay-uk/download-app.html

For plain English web page version of this information, go to:

[Who you need to tell \(Nottinghamshire County Council\)](https://www.nottinghamshire.gov.uk/births-deaths-marriages-and-civil-partnerships/bereavement-support/who-you-need-to-tell)

[nottinghamshire.gov.uk/births-deaths-marriages-and-civil-partnerships/bereavement-support/who-you-need-to-tell](https://www.nottinghamshire.gov.uk/births-deaths-marriages-and-civil-partnerships/bereavement-support/who-you-need-to-tell)

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