

Registration Appointment

Ref:..... Date:..... Time:.....



ARTHUR W. BRYANT
FUNERAL SERVICE

Chapels Of Rest

Morwenna Court, Princes Street, **Bude**, Cornwall EX23 8AT
Telephone: 01288 352282 (24hrs)

19 Market Place, **Camelford**, Cornwall PL32 9PD
Telephone: 01840 214891 (24hrs)

25 The Square, **Holsworthy**, Devon EX22 6AN
Telephone: 01409 253000 (24hrs)

Having made the arrangements for the funeral you may rest assured that our staff will carry them out according to your wishes. However, our service does not end with the funeral, if required we will advise on and supply Memorials or any other matters that you wish to discuss.



email: caring@awbryant.co.uk
www.awbryant.co.uk



Information you will need to give the Registrar about the deceased.

- Medical Certificate of cause of death or paperwork from the Coroner will be sent direct to the Register Office.
- The full names of the deceased and any other names they have been known by, including the maiden surname
- Their date and place of birth
- The date and place of death
- Their usual address
- Their last occupation
- The date of birth of the surviving widow/widower/civil partner
- If the deceased is a lady, her maiden name, the full name of her husband or civil partner and occupation before retirement

Information you will need to give the Registrar about yourself as the informant.

- Your relationship to the deceased e.g. son, daughter, surviving civil partner
- Your full name
- Your usual address
- Your qualification to be the informant

They may also ask for the contact details about:

- Their next of Kin
- A surviving Husband, Wife, or Civil Partner
- The person dealing with the estate
- Anyone who is receiving child benefit on their behalf

If you should provide information about the persons listed above and you are not the next of kin you must have their permission to do so.

Who can register a death

- A Relative
- Someone present at the death
- An occupant of the nursing/residential home or a senior official from the hospital where the death took place
- The person arranging the funeral

The Registrar will issue:

- The Registrar's Certificate for Burial or Cremation. This is a Green Form and must be handed to the Funeral Director.
- You can purchase certified copies of the entry at the time of registration at a cost of £..... each.

To make things easier for you when you register a death in Devon or Cornwall, you can also choose to use the 'Tell Us Once' Service, to save having to inform most appropriate Government departments individually.

The following information and documents are required for the purpose of the 'Tell Us Once' service.

- Deceased's Birth Certificate if available
- Deceased's Marriage Certificate/Civil Partnership Certificate
- NHS Medical Card if available
- Deceased's National Insurance Number
- Details of any benefits or services they were receiving e.g state pension, blue badge etc.
- Deceased's driving licence or driving licence number
- Deceased's passport or passport number and Town and Country of birth
- Details of any public sector pension, e.g. civil service, teacher or armed forces

Should you wish to take up the **'Tell Us Once'** Service, the registrar will give you a unique reference number so you can use the service yourself, online or by phone, to inform Government departments, such as, if applicable, the Department for Work and Pensions, HM Revenue and Customs, Identity and Passport Services, Driver and Vehicle Licensing Agency, and the local Authority.

There are other organisations that may need to be informed as a result of a change in your circumstance.

**For an appointment to register a death in Cornwall:
Contact The Customer Services Team on 0300 1234 181**

Monday - Friday 8.30 am - 6.00 pm

Bude Registration Office

Bude Visitor Centre, The Crescent, Bude, Cornwall EX23 8LE

Monday, Wednesday & Friday

9.20 am - 12.20 pm

Bodmin Registration Office

Chy Trevail, Beacon Technology Park, Bodmin, Cornwall PL31 2FR

Monday to Friday: 9.20 am - 12.40 pm & 1.40 pm - 4.40 pm

Launceston Registration Office

Launceston Library & One Stop Shop,

Bounsalls Lane, Launceston, Cornwall PL15 9AB

Tuesday, Wednesday & Friday: 9.40 am - 1.40 pm

**For an appointment to register a death in Devon:
Contact The Customer Services Team on 0345 155 1002**

North Devon Registration Office

Taw Vale, Barnstaple, Devon EX31 1EE

Monday to Thursday: 9.00 am - 4.30 pm

Friday: 9.00 am - 4.00 pm

Torridge Registration Office

Caddsdow Business Support Centre, Farm Road, Bideford, EX39 3DX

Monday to Friday: 9.00 am - 5.00 pm

Plymouth Register Office

The Register Office, 49 Lockyer Street, Plymouth, Devon PL1 2QD

Telephone 01752 268331

Monday to Friday: 9.00 am - 5.00 pm

West Devon Registration Office

Town Council Offices, Fore Street, Okehampton, Devon, EX20 1AA

Monday, Tuesday & Wednesday: 9.30 am - 4.30 pm