



A Guide to booking an appointment to register a death in York

You should normally register a death in the area where the person died. The 5-day time limit for registering deaths no longer applies; however, deaths should be registered as soon as possible once the medical certificate of cause of death (MCCD) has been sent to the register office.

A funeral can usually only take place after the death is registered.

You can register a death if you're a relative of the person who's died, or:

- were present when it happened
- are responsible for making funeral arrangements
- administer the property where the person died (such as care home manager or hospital officer)
- are a personal representative of the deceased

A partner of the deceased is defined as follows:

- a person is the partner of a deceased person if the two of them (whether of different sexes or the same sex) were living as partners in an enduring relationship at the time of the deceased person's death.

Someone who qualifies to act as a personal representative of the deceased is defined as follows:

- a person appointed by and acting on behalf of the family, for example a solicitor, family friend, or funeral director.

Booking an appointment - York

You should only book an appointment once you have been specifically advised by the MEDICAL EXAMINER (ME) that the MCCD has ALREADY been sent to the register office.

You can book an appointment online by visiting <https://www.york.gov.uk/RegisterADeath>

If you do not use online services, you can call the customer services team on 01904 553190 between the hours of 8.30 – 5pm Monday – Friday and they will make the appointment for you.

The appointment will take place at West Offices, Station Rise, York, YO1 6GA and last approximately 40 minutes. We advise arriving 5 minutes before the appointment time.

Request a death certificate -

You can order certificates in advance at the time of booking the appointment (the system will direct you to the payment page if the customer request certificates). If you pre-pay for certificate(s), the registrar will provide the certificates(s) at the appointment. You can order a full certificate or a 'short certificate' depending on your needs.

A short death certificate is an official death certificate which can be used as evidence of a death, without providing sensitive information such as cause of death or the sex of the deceased.



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If you don't pre order, you can order them after the appointment and the certificates will be posted out.

<https://www.york.gov.uk/YorkRegisterOfficeCertificates>

Registering a death which occurred outside of York

To register a death which took place outside of York, please contact the register office where the person died. To request an appointment to make a declaration in York for someone who died elsewhere, please email registrar@york.gov.uk and include a contact number to call.

Coroner investigations

If a coroner is investigating a death, the death should be registered within 5 days of the cause of death paperwork being sent from the coroner to the registrar. You should telephone York Register Office on 01904 553190 when the coroner tells you the paperwork has been sent.

If an inquest is held, there is no need to make a registration appointment. The coroner will inform the registrar once the inquest is over and provide the information from which the registration will be made.

Amending information about a death in the register

The registrar will record the death in the register and ask the informant to carefully check and sign the register page. Once signed, it could cost up to £100 to make corrections, and in some cases, it won't be possible to change the recorded information. It is very important to take time and check everything before signing the registration.

Contact York Register Office on 01904 553190 if you need to amend any information recorded in the register.

'Tell us once' service

The registrar will provide an additional service called 'Tell Us Once' which can be used immediately after the registration of the death. This service will inform a number of government departments and local council services who need to be told of the death.

Find out more about our 'Tell us Once' bereavement service.

<https://www.gov.uk/after-a-death/organisations-you-need-to-contact-and-tell-us-once>

Local registration offices:

- York: 01904 553190 / registrar@york.gov.uk
- Selby: 01609 780780
- Harrogate: 01609 532154
- Northallerton: 01609780780