

Contact information form for registering deaths (Southampton city deaths only)

Please complete the information below and email to Registrars@southampton.gov.uk
Once we have received this form and the medical certificate of cause of death we will contact you by telephone to complete the formal registration. The telephone call could be at any time during the day, Monday to Sunday.

You must:

- Be a qualified informant. This isn't always the next of kin – please see our website for clarification <https://www.southampton.gov.uk/weddings-ceremonies-registrations/registration-and-certificates/register-a-death.aspx>
- Have the right information ready. Please see our website above for clarification.
- Allow 20-30 minutes for the registration to take place over the telephone in a quiet place.
- Register the death within 5 days. This means that the registrar will not be able to delay the registration once they call you. It is likely that the registrar has a long list of informants to contact.

You must not:

- Mix together with other family members who you do not live with to register the death. Covid rules and guidance still applies and must be followed.

Full names and surname of deceased			
Date of Death			
Place of Death - The name of the hospital/nursing home, or the full address where the person died. (Must be in the area covered by the City of Southampton). If the death took place in an ambulance or car, please record where the vehicle was when the person died and where it was going to.			
Has the death been referred to the Coroner		Yes	No
If yes, has the Coroner advised you can now register the death?		Yes	No
Name and address of the deceased's GP Surgery			
Do you have the deceased's National Health Number?	Yes	No	Number:

Contact details of qualified person able to register the death.

Your Full Name			
Telephone number (This number will be used to complete the death registration over the telephone)			
Alternative telephone number			
Email address			
Interested in registration via zoom? (pilot scheme)		Yes	No
Your relationship to the deceased?			
Were you present when the death occurred?		Yes	No