

Details Required for Registration of a Death

Official Use Only	
Entry No: D _____	No of Certs Issued: _____
Date Registered : ____ / ____ / ____	

GRO are committed to the privacy of data.
Please see Annex A for full privacy statement

- Please read the guidance notes before completing this form.
- This form should be completed in CAPITAL letters and handed to the Registrar. Postal Applications cannot be accepted.

Details of Informant Name and address of person registering death			
	Postcode	Tel No	E mail
Relationship of Informant			

Details of Deceased

Title		First Forename		Other Forename(s)	
Surname			Maiden Name		
Sex	Male/Female	Status: Single, Married/Civil Partner, Widowed/Surviving Civil Partner, Divorced/Civil Partnership dissolved (<i>delete as appropriate</i>)			
Date of Death	/ /	Place of Death	Postcode		
Date of Birth	/ /	Place of Birth			
Usual Address	(if different from place of death)				Postcode
Occupation of Deceased				Retired	Yes / No

If applicable, please give the following details of spouse or civil partner

Forename(s),		Surname			
Maiden name (if applicable)		Occupation		Retired	Yes / No

The following section must be completed if the deceased is a child under the age of 16. However, you may also wish to have the following details recorded for genealogical purposes.

	Mother	Father/Second Female Parent
Forename(s) & Surname		
Maiden Name		
Occupation		

Please also provide the Name
and Address of Deceased's GP

Postcode

Declaration

I confirm that the information given on this form is correct

Informant's Signature _____

Please note: The Registrar will complete the registration with the details you have provided on this form.

You will then be asked to check and sign the registration. The registration is the legal record of the death and you should only sign when you are satisfied that the details are correct.

District Registration Offices in Northern Ireland

DISTRICT	OFFICES	ADDRESS	Tel No.
ANTRIM & NEWTOWNABBEY	ANTRIM	Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB	028 9448 1315
	NEWTOWNABBEY	Mossley Mill, Newtownabbey, BT36 5QA	028 9034 0179
ARDS & NORTH DOWN	BANGOR	Town Hall, The Castle, Bangor, BT20 4BT	028 9127 8003
	NEWTOWNARDS	2 Church Street, Newtownards, BT23 4AP	028 9182 4003
ARMAGH CITY, BANBRIDGE AND CRAIGAVON	ARMAGH	The Palace Demesne, Armagh, BT60 4EL	028 3752 9615
	BANBRIDGE	Council Offices, Downshire Road, Banbridge, BT32 3JY	028 4066 0614
	CRAIGAVON	Civic Centre, PO Box 66 Lakeview Road, Craigavon, BT64 1AL	028 3831 2400
BELFAST	BELFAST	City Hall, Donegall Square, Belfast, BT1 5GS	028 9032 0202
CAUSEWAY COAST AND GLENS	BALLYCASTLE	Sheskburn House, 7 Mary Street, Ballycastle, BT54 6QH	028 2076 2225
	BALLYMONEY	Riada House, 14 Charles Street, Ballymoney, BT53 6DZ	028 2766 0206
	COLERAINE	Cloonavin, 66 Portstewart Road, Coleraine, BT52 1EY	028 7034 7020
	LIMAVADY	7 Connell Street, Limavady, BT49 0HA	028 7772 2226
DERRY CITY AND STRABANE	DERRY	14 Magazine Street, Londonderry, BT48 6HH	028 7125 3253
	STRABANE	District Council Offices, 47 Derry Road, Strabane, BT82 8DY	
FERMANAGH AND OMAGH	OMAGH	District Council Offices, The Grange, Mountjoy Road, Omagh, BT79 7BL	0300 303
	ENNISKILLEN	Town Hall, Enniskillen, BT74 7BA	1777
LISBURN CITY AND CASTLEREAGH	CASTLEREAGH	1 Bradford Court, Upper Galwally, Belfast, BT8 6RB	028 9049 4520
	LISBURN	Civic Headquarters, Lagan Valley Island Lisburn, BT27 4RL	028 9250 9263
MID AND EAST ANTRIM	BALLYMENA	Ardeevin, 80 Galgorm Road, Ballymena, BT42 1AB	028 2563 3179
	CARRICKFERGUS	Museum & Civic Buildings, 11 Antrim Street, Carrickfergus, BT38 7DG	028 9335 8224
	LARNE	Smiley Buildings, Victoria Road, Larne, BT40 1RU	028 2826 2385
MID ULSTER	COOKSTOWN	Burn Road, Cookstown, BT80 8DT	0300
	DUNGANNON	Council Offices, 15 Circular Road, Dungannon, BT71 6DT	013 2132
	MAGHERAFELT	50 Ballyronan Road, Magherafelt BT45 6EN	
NEWRY, MOURNE AND DOWN	DOWN	Downshire Civic Centre, Ardglass Road, Downpatrick, BT30 6RA	028 4461 0825
	NEWRY	Newry Town Hall, Bank Parade, Newry, BT35 6HR	028 3026 1512

Why register a death?

By law all deaths occurring in Northern Ireland must be registered in Northern Ireland. A death should be registered as soon as possible to allow further arrangements to be made but no later than five days from the date of occurrence except where the matter has been referred to the Coroner.

Where can a Death be registered?

In any District Registrar's Office in Northern Ireland.

What do you need in order to register a Death?

A Medical Certificate of Cause of Death issued by a Doctor who has treated the deceased within twenty-eight days before the date of death. If the deceased had not been seen by a doctor within that period or where the death was not caused by a natural illness the case would have been referred to the Coroner – the Registrar or Funeral Director will advise you.

Death referred to Coroner

If a death has been referred to the Coroner, funeral arrangements should not be made before the consent of the Coroner has been obtained.

The death can be registered and a death certificate issued only after the Registrar has received the necessary certificate from the Coroner.

When the Registrar's office receives the appropriate form they will contact a relative of the deceased and ask them to call and register the death.

What does it cost to register a death?

There is no cost for registering a death. The only charge will be for the Death Certificate(s), if required.

For deaths registered on or after 17th December 2012, there will be two types of certificates available. A full death certificate which shows the cause of death and a short certificate which does not show the cause of death. Both types of certificate cost the same.

Please Note

Information collected on the registration is used for the preparation and supply of statistical information by the Registrar General. For purposes of detection and prevention of crime, information collected may also be passed on to other Government and approved organisations

REGISTRATION OF A DEATH

NOTES FOR GUIDANCE

Who can register a Death?

- Any relative of the deceased who has knowledge of the details required to be registered (this includes a relative by marriage/civil partnership).
- A person present at the death.
- A person taking care of the funeral arrangements.
- The executor or administrator of the deceased's estate.
- The governor, matron or chief officer of a public building where the death occurred.
- A person living in and responsible for a house, lodgings or apartments where the death occurred.
- A person finding the body, or a person taking charge of the body.

What information will you need to give the Registrar?

- Full forename(s) and surname of the deceased.
- Date and place of death and usual address.
- Status (single, married/civil partner, widowed/surviving civil partner or divorced/civil partnership dissolved).
- Date and place of birth.
- The forename(s), surname and occupation of spouse or civil partner.
- Occupation of the deceased.
- If the deceased is a child under the age of 16, details of parents. If the deceased is over 16, you may wish to have the parents' details recorded for genealogical purposes.
- Maiden surname (if the deceased was a woman who had been married or in a civil partnership).
- The Medical Certificate of Cause of Death.
- The name and address of the deceased's GP.
- Details of any Northern Ireland Civil Service or Teacher's pension that the deceased may have held.

What will the Registrar give you?

Once the registration is completed, the Registrar will issue the following forms: -

- GRO 21 which permits the burial or cremation to take place;
- Form 36 for production to the Social Security Offices regarding benefits; and
- Any certificates you may have purchased.

PLEASE NOTE THAT A DEATH REGISTRATION CANNOT BE EASILY CHANGED ONCE COMPLETED

General Register Office Privacy Notice



Data Controller
Department of Finance
Clare House
303 Airport Road
Belfast
BT3 9ED

Data Protection Officer
Jenny Lynn
Room 29, Dundonald House
Upper Newtownards Road
Belfast BT4 3SB
Telephone: (028) 9052 4149
Email: DataProtectionOfficer@finance-ni.gov.uk

General Register Office (GRO) is a branch within the Northern Ireland Statistics and Research Agency (NISRA), who are an Agency within the Department of Finance (DoF). GRO is committed to protecting your privacy when you use our services.

The Data Protection Act 2018 – when passed requires organisations who process personal data to meet certain legal obligations. These obligations are contained within the data protection principles. Within the meaning of the Act and Regulation the DoF is the Data Controller. This Privacy Notice explains how GRO uses information about you and the ways in which we will protect your privacy.

Why are you processing my personal information?

GRO collects and processes personal information in order to meet our legal obligations and public functions including:

- Civil administration of the marriage and civil partnership law in Northern Ireland along with the registration of births, deaths, adoptions and gender recognition. The office is also responsible for the maintenance of registration records and the production, on request, of certificates in relation to these events
- To produce statistics and support research using data collected under Civil Registration legislation (Birth, Death, Marriage, Civil Partnership, Adoption and Gender Recognition registration in Northern Ireland) and the Census Act (1969);

We will only collect and hold the minimum amount of personal data necessary in order to provide and manage our services.

What categories of personal data are you processing?

To carry out its duties, amongst other things GRO needs to collect information on:

- personal details
- family and social circumstances
- financial details
- employment and education details
- goods or services provided
- property details

Where do you get my personal data from?

We obtain personal information directly from you and from other government departments.

CCTV

We use CCTV in Colby House (our Headquarters) to maintain the security of property, premises, staff and for the prevention and investigation of crime. For these reasons the information processed may include visual images, personal appearance and behaviours.

Do you share my personal data with anyone else?

We may share your data with the following to meet our legislative or public function requirements:

- your family, associates or representatives

- central government
- local government
- suppliers and service providers
- financial organisations
- courts, tribunals and parties to litigation
- Police forces

Our Departmental guidance on data sharing provides further information on the factors we shall consider when deciding whether information should be disclosed to other parties.

Do you transfer my personal data to other countries?

Any personal information we process will only be used for the purposes stated or if necessary to fulfil legal or regulatory requirements.

All the personal data we use is processed within the European Economic Area (EEA). Sometimes it may be necessary to transfer personal information outside the EEA. Where this is required, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of data protection legislation.

How long do you keep my personal data?

We keep personal information about you only for as long as is necessary to fulfil the purpose and in line with the DoF Retention and Disposal Schedule, after which time it will be destroyed securely.

What rights do I have?

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. The Department tries to be as open as possible in terms of giving you access to your personal data. You can find out if we hold any information by making a subject access request. If we do hold information about you, under the law we will, where possible:

- Give you a description of it;
- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request for information on any personal information we may hold, you can email us at DataProtectionOfficer@finance-ni.gov.uk.

Alternatively, you can write to

Data Protection Officer

Jenny Lynn
Room 29, Dundonald House
Upper Newtownards Road
Belfast
BT4 3SB

If at any point you believe the information we process on you is incorrect, you can ask to have this information corrected.

How do I complain if I am not happy?

If you wish to raise a complaint about how we have handled your data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner:

casework@ico.org.uk

or

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/>