

## FIRST THINGS TO BE DONE

### If someone dies at home, you should contact:

- any relative/s, significant others
- the minister if required
- the family doctor

The police are only contacted if the death was violent, accidental, unexpected, unusual or if the cause of death is not known.

If the police are called, do not touch or move anything in the home.

If death occurs at home during the night and is sudden and unexpected, the doctor should be notified at once. Otherwise you can call them in the morning.

If the deceased wanted to donate their body, or body parts (such as organs), you will need to contact a doctor quickly.

### If someone dies in hospital:

The Charge Nurse or police will contact the nearest relative or next of kin and arrange a convenient time for them to attend the hospital.

If you are the nearest relative or next of kin, you may be asked to:

- Identify the body, if the person was not a patient of the hospital.
- Consider authorising a post-mortem examination to determine cause of death.
- Provide the documents needed to allow you to take away any personal possessions.
- Tell the hospital staff if you know the person wanted to donate parts of their body for transplantation or their body was to be donated to medical science.

You will also need to get a death certificate and contact the funeral director (FD), if you have decided to use one, to lay the body out.

If you are not using a funeral director, you will be expected to remove the body from the hospital as soon as possible.

### If someone dies in a care home:

The staff are usually pretty helpful. As next of kin, or responsible person, you will be notified immediately and asked for the name of your FD who will be contacted to make arrangements for removing the body. If you do not have a FD the care home will contact one contracted by the local council to act in such circumstances. You will then need to get in touch with the FD to make any further arrangements through them or separately.

Find out if there is a will or any specific last wishes and who is responsible for dealing with them.

## GETTING A MEDICAL CERTIFICATE

### You will not be able to bury or cremate a body without a medical certificate.

A doctor will issue the medical certificate of cause of death (Form 11) needed by the registrar, provided that there are no unusual circumstances.

If the body is to be cremated, the doctor will arrange for the signature of the second doctor required to complete the cremation certificate. There may be a charge for this

Note: If the actual time of death is not known, the doctor may estimate the time of death.

If the death is unexplained/unusual, the doctor or hospital may report it to the Procurator Fiscal (PF).

The PF has a duty to investigate all sudden, suspicious, accidental, unexpected and unexplained deaths and any death occurring in circumstances that give rise to serious public concern.

## HOW TO REGISTER A DEATH

### When?

The Registrar of Births, Deaths and Marriages must register the death within **eight days**. But it is desirable to have the death registered as soon as possible. A death that happens in Scotland must be registered in Scotland, even if the deceased's usual residence was outwith Scotland and the body is to be taken outwith Scotland for internment.

**Registration of a death must also take place before cremation.**

### By whom?

The death may be registered by:

- any relative (includes the spouse or civil partner of the person who died or a relative by marriage or civil partnership)
- any person present at the death
- the executor or other legal representative
- the occupier of the premises where the death took place
- if there is no such person as above, any other person possessing the information needed for registration.

### Where?

Deaths in Moray tend to be registered at:  
Elgin Registration Office  
240 High Street, Elgin, IV30 1BA

**01343 554600** [elgin.registrar@moray.gov.uk](mailto:elgin.registrar@moray.gov.uk)

### Take with you:

- The medical certificate of cause of death completed/issued by the doctor
- Birth certificate
- Marriage certificate (if applicable)
- Medical card (if available)
- Blue badge (if applicable)
- Driving license (if applicable)
- Passport (if applicable)
- National Insurance number

### The Registrar will give you the:

- Certificate of Registration of Death (Form 14), to be given to the funeral director so that the funeral can go ahead.

- Extract of the entry recorded in the Register of Deaths, on payment of the appropriate fee.

You may need this to get information about the person's assets. This could include things such as his or her pension, insurance policies, savings, and Premium Bonds.

In Moray you can access the **Tell Us Once Service** whereby the registrar's office passes information on about the death to various government departments and services who need to know eg:

- Department for Work and Pensions
- The Pension, Disability and Carers Service
- Jobcentre Plus
- HM Revenue & Customs
- Child Benefit
- Tax Credits
- Identity and Passport Service
- Housing Benefit Office
- Council Tax Benefit Office

They can also contact the following services, if requested:

- Libraries
- Blue Badges
- Social Work (Adult Services and Children's Services)
- Collection of payment for Council services
- Council Housing
- DVLA
- Council Tax
- Electoral Registration

### More information:

#### What to do after a death in Scotland 11th edition

This document is also available on the Scottish Government website:

[www.scotland.gov.uk](http://www.scotland.gov.uk)

**0131 244 3581**

### Quarriers Carer Support Service (Moray)

232 High Street, Elgin, IV30 1BA

**Tel:** 01343 556031

**Email:** [carersmoray@quarriers.org.uk](mailto:carersmoray@quarriers.org.uk)

[www.quarriers.org.uk/morayvcc](http://www.quarriers.org.uk/morayvcc)

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