

# E.C. Gilbert Ltd

Funeral and Cremation Directors

4a (&33) Oaks Road, Great Glen, Leicester, LE8 9EF

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THESE ARE NOTES TO HELP YOU REGISTER THE DEATH. This must be done before a funeral can take place. We advise that it be done as soon as possible.

YOU MUST REGISTER THE DEATH within the district where the death has taken place. A list of Registrars can be found on the reverse of this form, our Funeral Directors will advise you on which Registrars you may use.

## TAKE WITH YOU TO THE REGISTRAR

1. The Medical Certificate of Cause of Death (issued by doctor or hospital)
2. The deceased person's Birth Certificate (if you can find it); if:

FULL NAME:

DATE OF DEATH:

HOME ADDRESS:

AGE:

POSTCODE:

DIED AT:

DATE OF BIRTH:

DECEASED SPOUSE' FULL NAME:

BORN AT (DISTRICT):

SPOUSE' DATE OF BIRTH:

OCCUPATION:

OCCUPATION OF SPOUSE:

MAIDEN NAME:

3. Deceased person's medical card
4. Deceased person's National Insurance or Pension Number

## THE REGISTRAR WILL GIVE YOU

- a. CERTIFICATE FOR BURIAL OR CREMATION (GREEN IN COLOUR): This is for us. We must have this as soon as possible, to prevent any delay in confirming funeral arrangements.
- b. CERTIFICATE OF REGISTRATION (BD8) (WHITE IN COLOUR): This has been superseded by a TELL US ONCE telephone number which the Registrar should give you. You can use this service to stop all government related services (pension, TV license, Passport etc.)

## YOU NEED TO ASK THE REGISTRAR FOR COPIES OF THE DEATH CERTIFICATE – THERE IS A CHARGE PER COPY

This is to enable you to deal with the deceased person's private affairs i.e. Bank, Insurances, Building Society, Post Office, Etc. If there is a WILL and a Solicitor is handling the estate, pass a copy on to them.

## **YOU MUST MAKE AN APPOINTMENT PRIOR TO VISITING A REGISTRAR**

For deaths that take place within the City Boundary

Incl. Leicester Royal Infirmary, Leicester General Hospital, Glenfield Hospital, LOROS,  
You must register at the following Registrar:

THE CENTRAL REGISTRARS

THE TOWN HALL

TOWN HALL SQUARE,

LEICESTER LE1 9BG

Monday 9am-4pm

Tuesday 9am-4pm

Wednesday 9am-4pm

Thursday 9am-4pm

Friday 9am-4pm

**TELEPHONE: 0116 454 1000**

Note – The entrance is on Bowling Green Street

Bank holidays do affect their opening times, check [www.leicester.gov.uk](http://www.leicester.gov.uk) for details

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For deaths that take place within the County but outside of the city boundary

Incl. Harborough, Oadby, Wigston, Blaby, Cosby, Countesthorpe, Glen Parva, Kilby,  
Whetstone, Great Glen, South Wigston

You have a choice of Registration Locations – when making your appointment you must tell them where you wish to register. Their opening times vary

**TELEPHONE: 0116 3056565**

South Wigston Registration Service

c/o Social Services Office, Bassett St.  
LE184PE

Market Harborough Registration Service

The Symington Building, Adam and Eve St.  
LE16 7LT

Glenfield Registration Service

County Hall, Leicester Road, LE3 8RN

Melton Mowbray Registration Service

Parkside, Civic Offices, Station Approach,  
Burton St. LE13 1GH

Hinckley Registration Service

Atkins Building, Lower Bond St. LE10 1QU

Loughborough Registration Service

Southfield Rd, Loughborough, LE11 2TR

Coalville Registration Service

Stenson House, London Rd, LE67 3FN