

What do I need to do when someone dies?

If you wish to speak to someone for bereavement support, the **Family Support Team** at **Hospice of the Valleys** have experienced professionals trained to offer emotional and practical support following bereavement.

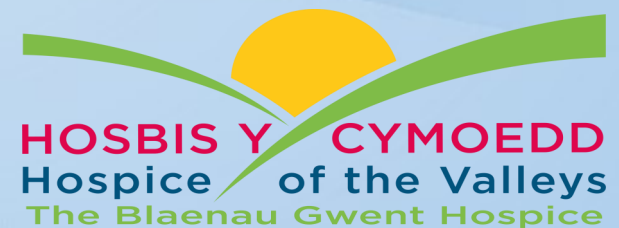
The number is:
01494 717277.



Hospice of the Valleys
Festival Drive
Ebbw Vale
Blaenau Gwent NP23 8XF

Phone: 01495 717277
Fax: 01495 724188
E-mail: enquiries@hospiceofthevalleys.com
www.hospiceofthevalleys.org

What Do I Need To Do When Someone Dies?



What do I need to do when someone dies?

This leaflet gives brief and practical information about what to do when someone close to you dies. When someone dies there are lots of things to do and when you feel distressed and upset it can be difficult to remember the practical things that need to be done.

When someone dies:

The doctor will issue a medical certificate which states the cause of death. If the person dies in hospital the hospital will issue the medical certificate. Once you have the medical certificate you can call a funeral director of your choice who will move the body to a funeral home.

How to register a death:

The registration of the death is the formal record of the death. It is done by the Registrar of Births, Marriages and Deaths.

Registration should take place within the district in which the deceased lived, and within 5 days of death. The registry office in Blaenau Gwent is based at:

**Bedwelty House, Morgan St, Tredegar.
NP22 3XN .**

To book an appointment, the phone number is:
01495 353374.

Opening hours:

Monday 9am – 4pm (closed 1-1.30)

Tuesday 9am -4pm (closed 1-1.30)

Wednesday: Closed

Thursday 9am – 12.30

Friday 9am – 4pm (closed 1-1.30).

You must take with you the **medical certificate of death**, as the death cannot be registered until the registrar has seen this. If possible, you should also take the person's NHS medical card and birth and marriage certificates. The registrar will ask you the following:

- **Date and place of death**
- **Full name of person (and maiden name)**
- **Person's date and place of birth**
- **Person's occupation. In the case of a woman who was married or widowed, full name and occupation of her husband.**
- **If the person was still married, the date of birth of their husband or wife.**
- **Whether the person was receiving a pension.**
- **National Insurance number of the person who has died**

When you have registered the death:

The registrar will give you a **green certificate** (no charge) to give to the funeral director. This will allow the burial or cremation to go ahead. You will also receive a **death certificate**.

This is needed to deal with any monies or correspondence relating to the deceased person. You will probably need several copies (there will be a charge).

You will be asked if you wish to use their **Tell Us Once Service**. This service will notify a number of services and departments such as:

- **DWP**
- **HM passport office**
- **DVLA**
- **HMRC for tax purposes**
- **Local services such as libraries, housing benefit and council tax services.**

Power of attorney

If the person had a **lasting power of attorney** or **enduring power of attorney** and you were the attorney, send the original document and a death certificate to the Office of the Public Guardian. Telephone: **03004560300**

Other useful numbers:

**Probate and Inheritance Tax Helpline:
0300 123 1072**

Department of Works and Pensions

Bereavement Service:

0800 731 0469 (They will carry out eligibility checks to see if any benefits are available, including help with funeral costs).