A guide to registering a death at Camden





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We understand that the death of a loved one is a very difficult time and immediately following the death there are a number of arrangements you will have to make. The information contained in this leaflet will help to guide you through the different things that you will need to do.



How to register a death in Camden

The quickest and most convenient method to register a death is by using our website: www.camden.gov. uk/registrars or telephone us: 020 7974 4444

- By law you have to register a death within five days of the death
- To register a death you have to provide information about the person who died to the register office for the area in which the person died

- The registrar will record details of the deceased in a registration database
- The register office will give you a document* which will allow you to make arrangements for the burial or cremation, and a form for Social Security purposes

*These are free of charge.

Certified copies of the death certificate are available, but there will be a charge for them

Same day burials

Some Camden residents may need to bury their loved ones in ways that meet specific religious requirements.

- If you need to bury a
 deceased person on the
 same day or, within 24
 hours of them passing
 away, you need to register
 the death first so that
 you can get the 'green
 certificate' to carry out
 the funeral.
- During the week we have an appointment system to make sure we can complete the registration in time.
- If someone has died over the weekend or public holiday and you intend to bury them on the same day then you should call our out-of-hours service so we can advise you what you need to do.

Out of hours telephone no: 020 7974 4444

Arranging a religious funeral

If you would like to arrange a religious funeral please contact a church, mosque, synagogue, temple or other place of worship as soon as possible as they will be aware of the religious customs that need to be observed and how to make appropriate arrangements. If you are not sure about who to contact then you may find information on the CINDEX directory which can be found on-line at: http://camden.talis.com/ engage/

What happens if someone dies in hospital?

- The hospital will contact the person named by the deceased person as their 'next of kin'.
- The hospital will keep the body in the mortuary until the executor or someone acting on their behalf arranges for it to be taken away. Most funeral directors have a chapel of rest where the body will be held until the funeral.
- A medical certificate and formal notice will be issued by the hospital. The hospital or GP will usually help with the steps you need to take next.

What to do if someone dies and are not in hospital

(Expected death)

- If you expected the person's death, you should contact the doctor who cared for them during their illness.
- If the doctor can confirm the cause of death, they will give you:
- a) a medical certificate that shows the cause of death (this is free of charge and will be in an envelope addressed to the registrar);
 and
- b) a formal notice that says that the doctor has signed the medical certificate (this tells you how to register the death)

What happens if the cause of death is not clear?

 If the cause of death is not clear, the doctor or other people who helped to look after the person must report it to the coroner. The coroner may decide that there needs to be a post-mortem and/or an inquest.

Deaths referred to the coroner

- When a death has been referred to the coroner, the requirement to register the death within five days does not apply.
- However, the death should still be registered as quickly as possible, and within seven days if it is not the subject of an inquest.
- If the coroner decides the death was due to natural causes, you will need to follow the normal procedure.
- If a post-mortem is carried out and the coroner decides that death was due to natural causes, the coroner will give you a document that you will need to bring to us, or they will fax the document directly to the register office.

- If an inquest is held, the coroner will send the information about the deceased from the court to the register office so you do not have to come to register the death.
- You will need to get in touch with us to get certified copies of the death certificate, which are available at a set fee. Contact details for the registrar service are provided on PAGE 12.

Going to the Register Office

- Our service is by appointment only. This is to make sure we can see everyone promptly. You may book your appointment and pay for the death certificates online. If this is not convenient, you may telephone our contact centre who will be able to do this for you. Please see contact details on PAGE 12.
- A death has to be registered in the registration district in which it happened. If the death occurred within the London Borough of Camden, you will need to come to the Camden Register Office.
- If the death happened elsewhere, you need to go to the register office for that area.
- If you are not sure which office to go to, please contact us (see the contact details on PAGE 12).

If you need to register the death in Camden but are unable to come to our office, you can go to any other register office in England and Wales. They will provide the details to us so we can record the death and send you the documents you need by post. However, this will delay the funeral arrangements.

Tell Us Once

When you register a death, we offer an extra service where, with your permission, we contact government and council departments on your behalf to inform them of the death. You will need to bring additional documents with you to use this service. More information on this service can be found on our website or you can contact us for more details (see the contact details on **PAGE 12**).

Information required

You must bring the Medical Certificate of Cause of Death or the document from the coroner. Usually, the coroner will fax the certificate to the register office. We are unable to register the death without it.

Certain people have a legal duty to give information regarding the registration of a death. In order of preference, they are:

- Relatives of the deceased
- A person present at the death
- Someone living at the place where the person died who knows about the death happening
- Someone arranging the funeral (but not the funeral director)

We would encourage you to bring a friend or relative for support if you wish. The registrar has to record certain details about the deceased. He or she will ask you questions in private and record the details into a registration computer database. You will be asked for the following information about the deceased:

- their full name and surname
- if applicable, any maiden surname
- their place and date of birth
- their occupation and usual address
- the full names and occupation of the husband or wife, or surviving civil partner if the person was either married, a widow or widower, or a civil partner
- information about pensions
- information about any public funds or benefits the deceased was receiving

Do not delay in registering the death, even if you do not have all of this information.

Documents we will give you

We will give you a green form that will allow you to make arrangements for burial or cremation. We will also give you a form for Social Security purposes. You may need certified copies of the death entry (the death certificate). These copies have to be purchased from the registrar. The fee for copies is set by central government and this fee is regularly reviewed. To find out the current cost, please visit the council website.

There are many reasons that you may need additional certificates in dealing with the estate of the deceased. These include (but are not limited to):

- Closing bank and building society accounts
- Dealing with insurance companies who have polices covering the deceased
- Dealing with stocks and shares that the deceased owns
- Applying for a tax rebate

Additional copies can be provided at any time after the registration, for a set fee.

Corrections to a death certificate

Although each registration is an historic record of the facts at the time of the event, it may be possible to correct details if an error is discovered. But, it is still very important to ensure that you check very carefully all the information recorded in the registration before the signing of the register entry, especially the spelling of any names.

To make a correction, you will need to contact the register office. Applications for corrections should ideally be made by the person who attended the register office. You will need to produce documentary evidence valid at the time of the registration such as a passport, to prove that an error was made at the time of registration.

If you would like further advice, please contact the Camden register office via the contact details provided below.

Fees for corrections

There is no charge for corrections, but if you would like a new certificate displaying the changes, you will need to purchase one.

Contact details for Camden Register Office

Camden Register Office (Camden Council) Camden Council Town Hall, Judd Street, London WC1H 9JF

Website: www.camden.gov. uk/registrars

Phone: 020 7974 4444 (Council switchboard)

Fax: 020 7974 5792

What is the Coroners Service?

The coroner is a lawyer or doctor responsible for investigating a death when:

- the cause of death is sudden and unknown:
- it was violent, unnatural or happened under suspicious circumstances; or
- it happened in prison or in police custody.

In these cases, the coroner may be the only person who can confirm the cause of death. The doctor will write on the formal notice that they have referred the death to the coroner.

If you want advice or information about a death which has been reported to the coroner, contact the coroner's office. The details of the coroner's office in Camden are shown on PAGE 17. For the coroner's office elsewhere, you can get the address from a police station, your local library or the hospital where the person died.

What is a Post-mortem?

The coroner may arrange for a post-mortem. A post-mortem is a medical examination of the body, which can find out more about the cause of death, and it may delay when you can have the funeral.

The coroner does not need permission from a relative of the person who has died to do this. But if you are a relative, you are entitled to have a doctor represent you at the post-mortem. If this is the case, the coroner will tell you when and where the post-mortem will take place.

If the person dies in hospital, you may ask the coroner to arrange for the post-mortem to be carried out by a pathologist other than one employed at or connected to the hospital the person died in.

The coroner will usually pay to remove the person's body from where they died to the mortuary for the post-mortem. The coroner must ask your permission (if you are the person's next of kin) if any organs or tissue need to be kept once the post-mortem has been carried out.

The coroner will choose a funeral director to take the person's body from where they died to the hospital mortuary. You can then choose your own funeral director to carry out the funeral once the coroner has finished the post-mortem.

If the post-mortem shows that a person has died due to natural causes, the coroner may issue a notice known as 'Pink Form B' (form 100B). This form shows the cause of death so that the death can be registered.

If the body is going to be cremated, the coroner will give you the certificate for cremation which allows you to arrange for the body to be cremated.

What is an Inquest?

An inquest is a fact-finding inquiry into the medical cause and circumstances of a death. It is held in public, sometimes with a jury. It is up to the coroner to decide how to organise the inquiry in a way which is best for the public and the relatives of the person who died.

The coroner will hold an inquest if:

- the death was of unknown cause, violent or not natural
- the death was caused by a disease in the workplace, or
- the person died in prison.

Coroners hold inquests in these circumstances even if the person died outside England or Wales; if the body is returned here. If the body has been destroyed by fire or is lying in a place from which it cannot be recovered, a coroner can hold an inquest by order of the Secretary of State.

If an inquest is held, the coroner must tell the following people (if their name and address is known to the coroner):

- the husband, wife or civil partner of the person who died
- the nearest relative (if this is not the person's husband, wife or civil partner), and
- the person's personal representative or executor (if they are not any of the above).

Who can ask questions at an Inquest?

You can go to an inquest and ask questions of the witnesses, but only about the medical cause and circumstances of the person's death, if you are:

- a parent, child, husband, wife or partner, or personal representative of the person who died:
- a beneficiary under the insurance of the person who died;
- the insurer who issued the policy;
- a person whose act or omission may have caused or contributed to the death
- a person appointed by the trade union of the person who died, if they may have died from an industrial injury or disease;
- a person appointed by an enforcing authority or government department, or
- the chief police officer.

The coroner may decide to allow other people not listed here to ask questions.

- It is not necessary to be legally represented at an inquest. The inquest is not a trial so there is no prosecution or defence.
- Witnesses are not expected to present legal arguments and an inquest cannot blame anyone for the death.

The coroner ensures that the process is impartial and he or she ensures that the process is thorough, and is expected to assist families and ensure that their questions are answered.

If the inquest is not immediate, the coroner can provide an 'interim certificate of the fact of death' or, a letter confirming the person's death. You can use this certificate or letter for benefits and National Insurance purposes. Financial institutions should usually accept this certificate as evidence of the death.

The coroner may issue an 'order for burial' or a 'certificate for cremation' so the funeral can be arranged, as long as the body is not needed for further examination. The coroner will also send a 'certificate after inquest' to the registrar, which will give the cause of death. This means that the registrar can register the death.

More information about the inquest system and what the coroner is responsible for can be found on line at: www.gov.uk.

What to do if you want to move a body out of England or Wales

Your undertaker will be able to help you if you want to bury your family member in another country. If you want to move the body out of England or Wales (for example, so that you can have the funeral abroad). you must get the coroner's permission. You need to get this at least 4 days before you want the body to be moved. Sometimes, the coroner may be able to give their permission sooner. After the coroner has finished their inquiries, they will give you a 'removal notice'. Part of this form will be sent to the Registrar. Also, you will usually need to have two copies of the Death Certificate. This procedure applies in all cases where the body is to be moved out of England or Wales, not just when you report a death to the coroner.

St Pancras Coroners Office and Court

St Pancras Coroners Office and Court

Camley Street, London N1C 4PP

Phone: 020 7387 4884/2

Opening hours:

Monday - Friday 8am-4pm for visits

8am-1pm

2pm-4pm for phone calls

Out of hours:

If you need to contact the Coroners Office outside of the hours listed above you will need to call Kentish Town Police Station on phone

number: 101

Help with the cost of the funeral

Funerals can be expensive so if you are living on a low income and receiving certain benefits you may be able to get a funeral payment from the Social Fund to help with the costs of the funeral.

For an application form (SF200) phone the Social Fund on 0845 603 6967, or download from www.gov.uk/funeralpayments.

What financial help is available for those who are left?

A death in the family can cause money problems for those left behind. There are a range of social security benefits you may be able to claim.

Bereavement Benefits

These include:

- a one-off bereavement payment;
- bereavement allowance; or
- widowed parents allowance

Benefits for people on a low income

These include:

- Income Support or Jobseekers Allowance if you are not working, bringing up children, caring, sick or disabled;
- Housing and Council Tax Benefit for your rent and council tax;
- Child Tax Credit if you have children;
- Working Tax Credit if you are working; or
- Pension Credit if you are 60 or over

As the benefits system is complex and confusing you should get individual advice. Contact a local advice agency.

Where to get further help and advice?

Citizens Advice Bureaux (CAB

Holborn CAB

Holborn Library, 32-38 Theobalds Road, WC1X 8PA

Kentish Town CAB

242 Kentish Town Road, NW5 2AB

Kilburn CAB

200 Kilburn High Road, NW6 4JD

The phone number for all CABs is: 0300 330 0646



Arranging a Christian, Hindu, Buddhist or Sikh Funeral

To arrange a funeral contact your nearest church, temple, gurdwara or other places of worship. Your undertakers will be able to assist you doing this. Places of worship based in Camden can be found online: http://camden.talis.com/engage/

Same Day Burial

We recognise that Camden's residents may want to bury their loved ones in ways that meet specific religious requirements. For this reason we have put together a list of relevant external organisations which are able to assist the bereaved during this difficult time.

Arranging a Muslim funeral

You will probably want to use a Muslim undertaker or funeral director as they are aware of all the requirements relating to the burial of Muslims and can assist you with your concerns, for example the availability of washing facilities. They will be aware that the body of the deceased has to be buried as soon as possible.

The key steps are listed below:

1. Contact a Muslim undertaker and give them the death certificate.

Here are some suggested contacts you may consider to assist you in arranging a funeral, however they are not endorsed by the Council, and are provided for your information only.

 Haji Taslim Funerals, East London Mosque,
 94 Whitechapel Road,
 E1 1JQ.

Phone: **020 7247 2625**Website: **www.**

hajitaslimfunerals.com

 Islamic Cultural Centre, London Central Mosque, 146 Park Road, NW8 7RG.
 Phone: 020 7724 3363

Website:

www.iccuk.org.uk

- 2. The undertaker will make the burial arrangements. They will also organise the burial plot. There are a number of different burial sites (cemeteries) you can use.
- 3. Notify your local mosque so the Imam can make an announcement about the Janazah.

- 4. Arrange a date, time and place of burial with the undertakers.
- Once you have the time and place of the burial tell your relatives, friends and the Imam.
- 6. Tell the undertakers which mosque you want the coffin to be taken to and arrange the time. After the prayers the coffin will be taken to the cemetery for burial.

Cemeteries

There are two cemeteries operated by the Camden & Islington Cemetery Services. St Pancras is multi-faith and Trent Park has graves set aside for Muslims.

At these cemeteries, the regulations require that the body of the deceased must be buried in a coffin.

At some burial sites the deceased can be buried without a coffin, in a wrapping or Kafan only. Your undertaker should be able to advise you.

St Pancras Cemetery

High Road, East Finchley, N2 9AG

Phone: **020 7527 8300**

Trent Park Cemetery

Cockfosters Road,

Enfield, EN4

Phone: **020 7527 8300**

Where to get further help and advice

Welfare Rights Team Bengali Project (Camden Council)

Phone: **020 7974 5692**

Email:

manjur.uddin@camden.gov.uk

Muslim Community Helpline Phone: **020 8904 8193** or **020 8908 6715**

Community Centres

Bengali Workers

Association – Surma Centre 1 Robert Street, NW1 3JU Phone: 020 7388 7313

Email:

info@bwa-surma.org.uk

Camden Somali Cultural Centre

Kingsgate Community Centre, 107 Kingsgate Rd, NW6 2JH

Phone: **020 7372 6101**

Email: info@

somaliculturalcentre.org

Hopscotch Asian Women's Centre

50-52 Hampstead Road,

NW1 2PY

Phone: **020 7388 5457** Email: **info@hopscotchawc.org.uk**

King's Cross Brunswick Neighbourhood Association (KCBNA)

Marchmont Community
Centre

62 Marchmont Street, London WC1N 1AB

Phone: **020 7278 5635**Email: **info@kcbna.org.uk**

Somali Community Centre

1-2 Lismore Circus, NW5 4QF

Phone: **020 7267 8897**

Email:

admin@somalicentre.org

Mosques / Prayer Centres in Camden

Al Rahman Mosque and Community Centre

c/o 78 Godwin Court, Crowndale Road, London NW1 1NW

Baitul Aman Masjid (also holds Jumu'ah at:)

Queens Crescent Community Centre, 45 Ashdown Crescent London, NW5 4QE

Phone: **020-7267 0906**

Baitul Aman Mosque and Islamic Education Centre

158 Weedington Road London, NW5 4NU

Phone: **020 7267 0906** or **07870 729877 (mobile)**

Contact: The Masjid Secretary

Website:

www.baitulaman.org.uk

Hampstead Mosque

PO Box 49850, London NW5 9AL

Phone: **020 7193 7943**

Email: enquiries@

hampsteadmosque.org

Contact: Muhammad Al-Hussaini, Senior Imam

Kings Cross Mosque

Basement, Sandfield Centre, Cromer Street, WC1H 8DU Phone: **020 7383 4003**

Email: dipaex@tiscali.co.uk

Contact: Abdul Gofur,

Chairman

Muslim World League (Also known as Goodge St Mosque)

46 Goodge Street London WIT 4LU

Phone: **020 7636 7568**Email: **info@mwllo.org.uk**Contact: Rizwan Ahmad

Shahjalal Jame Masjid (Also known as Euston Mosque)

204a North Gower Street London, NW1 2HR. (Entrance in Starcross Street,

NW1)

Phone: **020 7387 0046**

Somers Town Islamic Cultural and Education Centre (Formerly Somers Town Masjid)

68 Churchway, Somers Towr

London NW1 1LT

Phone: **020 3441 0879**

For details of Mosques in Camden, visit: www. camden.gov.uk/cindex

Mosques / Prayer Centres outside Camden

Al Nehar Mosque

70 Caledonian Road London N1 9DN

Phone: **020 7833 5959**

East London Mosque

46-92 Whitechapel Road

London E1 1JX

Phone: **020 7650 3000**

Email: info@

eastlondonmosque.org.uk

Islamic Cultural Centre/ London Central Mosque (Also known as Regent's Park Mosque)

146 Park Road London NW8 7RG

Phone: **020 7725 2213** or

020 7724 3363

Email: info@iccuk.org.uk

Contact: Dr Ahmad

Al-Dubayan

Website: www.iccuk.org.uk

Arranging a Jewish funeral

Jewish tradition requires that burial should take place as soon as possible after death, preferably within 24 hours. Funerals do not take place on Shabbat or Festivals, but should take place as soon as possible afterwards.

The key steps in the process of arranging a burial are:

1. Contact the burial society immediately, and/or the synagogue where either you or the deceased are a member as soon as possible. If you are not a synagogue member, and wish to have a Jewish

- burial, contact one of the burial societies listed below. All the burial societies will be able to advise you about the documents that you will require in order for them to collect the body and prepare it for burial.
- 2. During the period between death and completion of the administrative paperwork leading to removal of the body, there is a tradition amongst some Jews that the body should not be left alone. Members of the family, of the community and/or of the burial society may choose to do this.

- 3. Once you have the registered the death and have the documents from the Register Office, contact the burial society again. They will advise you about the next steps.
- 4. Provisional funeral arrangements will often be made before the paperwork has been completed. These will need to be confirmed and relatives and friends notified when the details have been finalised.
- 5. If the burial is taking place under the auspices of a synagogue it is advisable to be in contact with the Rabbi of the community during this period.

Synagogues & Burial Societies

If you are a member of a synagogue, and know your burial society, it is helpful to contact both in the first instance.

If you are not a member of a synagogue, note that some synagogues will only handle requests from their members, but may be able to recommend a burial society based on your religious preferences.

If you contact one of the burial societies directly, they may be able to refer you to your nearest synagogue.

If you are not affiliated to a synagogue or a burial society, you can still contact the burial society list below which you feel is most in keeping with your Jewish perspective.

Burial Societies

Federation of Synagogues Burial Society

65 Watford Way, London NW4 3AQ

Phone: +44 (0)20 8202 3903 Fax: +44 (0) 20 8203 0610

Out of hours answerphone: +44 (0)20 8202 3903

Website: www.

federationofsynagogues. com/burial-society

Administrator:

Thomas Zelmanovits Sexton: Noson Kahler

Jewish Joint Burial Society
Phone: 020 8989 8390

Email:

admin@jewishfunerals.org.uk

Website:

www.jewishfunerals.org.uk

Liberal Jewish Burial Society

Phone: **020 7580 1663**Contact: Rabbi Aaron
Goldstein **07764 192 696**, or
Rabbi Janet Burden.

Masorti Judaism

Alexander House, 3 Shakespeare Road London N3 1XE

Phone: **020 8349 6651** Fax: **020 8349 2743**

Email:

enquiries@masorti.org.uk

Website:

www.masorti.org.uk

Spanish & Portuguese Jews' Burial Society,

2 Ashworth Road London W9 1JY.

Phone: **0207 289 2573**.

Fmail:

howardmiller@spsyn.org.uk

Contact: Howard Miller Website: www.sandp.org

United Synagogue Burial Society

United Synagogue Burial Office,

Bushey Cemetery

To report a death, phone:
020 8950 7767; if unavailable
(except Shabbat and Festivals)
07957 119 119.

Website:

www.theus.org.uk/burial

Contact: Melvyn Hartog, Head of Burial

Email:

mhartog@theus.org.uk

The United Synagogue
Burial Society Office
will contact the relevant
Synagogue and Rabbi
if necessary as in many
cases the deceased will be
a member of a Synagogue
which is not in Camden.

Synagogues in Camden

Belsize Square Synagogue (independent / traditional)

51 Belsize Square, London

NW3 4HX

Phone: **020 7794 3949**

Email:

office@synagogue.org.uk

Contact person: Mrs Henny Levin (Administrator)

Nebsite:

www.synagogue.org.uk

The synagogue arranges funerals for its members.

Hampstead Shtiebel (independent / orthodox)

10a Canfield Gardens London NW6 3JS

Hampstead Synagogue (United)

Dennington Park Road, London NW6 1AX

Phone: **020 7435 1518** or

020 7794 5344

Email

admin@hampsteadshul.org.uk

Contact: Ivor Nadel or Rabbi

Dr Michael Harris

Website

www.hampsteadshul.org

Highgate Synagogue (United)

57 North Road, London N6 4BJ

Phone: **020 8340 7655**

Email:

highgateshul@ic24.net Contact: 020 8341 1714 Rachael Cohen (Secretary) or Rabbi N Liss

www.highgateshul.com

New London Synagogue (Masorti)

33 Abbey Road, London, NW8 0AT.

Phone: **020 7328 1026**

Email:

office@newlondon.org.uk

Website:

www.newlondon.org.uk

For burial society, contact Jewish Joint Burial Society.

Shir Hayim Hampstead Jewish Community (Reform)

37a Broadhurst Gardens, London NW6 3QT

Phone: **020 7794 8488**

Email:

mail@shirhayim.org.uk Contact: Michael Teper

Websites:

www.shirhayim.org www.reformjudaism.org.uk

For burial society, contact Jewish Joint Burial Society.

Shomrei Hadath Synagogue (Federation)

64 Burrard Road, Londor NW6 1DD

Contact: The Secretary

Email: schotten@talktalk.net

South Hampstead Synagogue (United)

21-22 Eton Villas, Eton Road,

London NW3 4SG

Phone: **020 7722 1807** or

020 7722 2443 Email: **rachel@**

southhampstead.org

Contact: Mrs Rachel Perez-

Arwas (Administrator)

Website

www.southhampstead.org

Village Shul at New End (Orthodox unaffiliated)

27 New End, London NW3 1JD

Phone: **07976 522807**Email: **shulinhampstead@**

gmail.com

Contact: Rabbi Yisroel Weisz or Mrs Devorah Leah Weisz

(Co-Director)
Website:

www.thevillageshul.org

The synagogue arranges funerals for its members. It will also arrange funerals for Orthodox Jews even if they are not members of its congregation.

West Central Liberal Synagogue (Liberal)

Montagu Centre, 21 Maple Street, London W1T 4BE

Phone: **020 7636 7627**

Email:

wcls@liberaljudaism.org

Contact: Dr Julia Wendon (Hon. Secretary) or Rabbi

Janet Burden

Website: www.wcls.org.uk

Website:

www.liberaljudaism.org/life-cycle/death.html

For the latest details of synagogues in Camden visit: www.camden.gov.uk/ cindex

Other help and advice

Jewish Bereavement Counselling Service Phone: 020 8951 3881

Email:

enquiries@jbcs.org.uk Website: www.jbcs.org.uk

Registrars Department

London Borough of Camden Camden town hall Judd Street London WC1H 9JE

Phone: 020 7974 1900 Fax: 020 7974 5792 camden.gov.uk/registrars

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