

Reception is open for telephone

contact between:

Monday to Friday: 8am - 6.30pm

Our Receptionists are fully trained to provide you with the best possible assistance.

Grove House Opening Times

Monday, Tuesday, Friday: 8am - 6.30pm

Wednesday & Thursday: 7am—6.30pm

Heath Road Opening Times

Monday to Friday: 8.30am - 6pm

We are closed on weekends and Bank Holidays.

If you need urgent medical advice or treatment when the Practice is closed, please call:

111

Calls to 111 are free from landlines & mobiles



**Grove House Practice
St Paul's Health Centre
High Street
Runcorn**

Tel No: 01928 566561

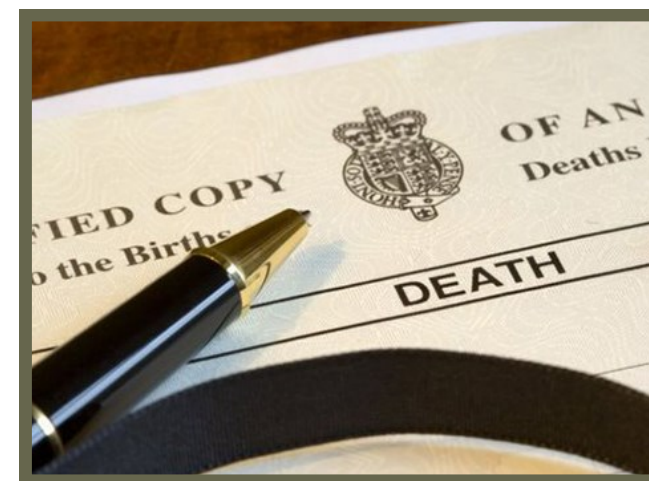
**Cancellation line: 01928 842577
(message facility only)**

Website: www.grovehouse.co.uk

If you require this leaflet in a different format or if you need further information or advice, please contact the Practice

Registering a Death

Grove House Practice



It can be a confusing time following a death and difficult to know what you need to do first, especially if this is the first time you are experiencing it. There are many practical issues to manage and we hope this information will assist you at this difficult time.

Registering a Death in Halton

All deaths occurring in England must normally be registered by a Registrar of Births, Deaths and Marriages within 5 days of their occurrence unless the Coroner is involved. For deaths that occurred in Halton Borough you must register at Halton Register Office by making an appointment.



Please telephone: 0151 907 8307.

The duty to provide the particulars for registration rests principally with a relative of the deceased, but if no such relative is available the duty may be performed by any person present at the death, or the deceased's executor or other representative, or the occupier of the premises where the death took place.

If you are unsure whether you can register the death you should telephone the Registrar's Office for advice :
0303 333 4300

You are advised to pre-pay for certified copy certificates at £11 each so that the certificates can be issued at the appointment. On average people purchase five certificates for dealing with matters relating to the deceased person's estate. Please note that there are no payment facilities at the Register Office. Certified copy certificates can also be ordered separately online.

Place of Registration

Registration must normally take place in the office of the Registrar for the registration district in which the death took place.

Information required for Registration

The Registrar will see you in private to ask for details about the deceased. You will need to provide the following information about the deceased:-

- Full name and surname
- Maiden surname, if applicable
- If the person who has died was married, widowed, or a civil partner, or surviving civil partner the name and occupation of the spouse or civil partner
- Date and place of birth
- Occupation and usual address

It is important that you check the register very carefully before signing. It is a legal record which becomes difficult to correct at a later date.

(NB If the deceased received a pension or allowance from public funds e.g. Civil Service or Army Pension please inform the Registrar)



Documents you should take to the Registrar's office

If the medical certificate of cause of death has been issued by one of our doctors who has been in attendance upon the deceased, we will send this direct to the Registrar's office. If the death has been referred to the Coroner, the Coroner's Officer will advise you what to do.

It is useful to have the birth certificate or passport of the deceased with you, but it is not essential.

Death Certificate

Copies of the Death Certificate can be purchased at the Registrar's Office for use at Banks, Building Societies, Pension Funds, etc. who may require a copy/sight of the Certificate. Photocopies of the original are not usually acceptable.

For further information, please contact Halton

Registration Service on:

0303 333 4300

Or email: registeroffice@halton.gov.uk

Our staff are always willing to help you with any queries.