

# DEATH CERTIFICATE APPLICATION NOTES FOR GUIDANCE

## HOW DO I APPLY?



**In Person :**

By taking your application form to the General Register Office. The office is open Monday to Friday 9.30am - 4.00pm (except 1st Tuesday of each month when the office opens at 10am) (Closed Public, Bank and NI Government Holidays).



**By Post :**

By forwarding the application form and fee to :

**The General Register Office  
Oxford House  
49-55 Chichester Street  
BELFAST BT1 4HL**



**By Telephone :**

By telephoning 101 if calling from within Northern Ireland or on 028 9151 3101 if calling from outside Northern Ireland if you have a credit or debit card  
You should have your card with you when you ring as we will require your card number and expiry date.



**Online :**

**[www.nidirect.gov.uk](http://www.nidirect.gov.uk)**



**By Fax :**

On a standard application form to 028 9025 2120.

## HOW LONG WILL IT TAKE? - (PLEASE NOTE ALL CERTIFICATES EXCLUDING PRIORITY CERTIFICATES WILL BE ISSUED BY SECOND CLASS POST)

**Personal Applications :**

Ready for collection or posting out on the **THIRD** working day after receipt of the application.

**Postal/Telephone/Online**

**Fax Applications :**

Processed within **SEVEN** working days of the application being received.

**Priority Applications :**

Personal applications are ready within **one** hour, if an extra fee is paid Priority applications received by post, telephone or online will be issued by first class mail, on the day of receipt.

**Please note, for the priority certificate to be dispatched on the same working day, it must be received by 2.30pm if applying by post, telephone or online, and 3.00pm for personal callers at the counter.**

## HOW DO I PAY?

**Personal Applications :**

You can pay by cash, cheque (accompanied by a cheque guarantee card) postal order or credit card.

**Postal Applications :**

You can pay by cheque or postal order made payable to 'The Registrar General' or by credit card. **Payment from abroad may be made by cheque, international money order or credit card. Cheque, money order and credit card orders should always be expressed in STERLING. PLEASE DO NOT SEND CASH.**

**Telephone/Online**

**Fax Applications:**

You can pay by using a valid Maestro, Visa or Mastercard

**FEES :**

Please see certificate fees leaflet GRO 384.

## CAN I OBTAIN A REDUCED FEE CERTIFICATE?

Certificates for Education and Library Board / Social Security purposes can be produced at a reduced fee. **Proof from the Social Security Agency / Education and Library Board must be included with this application.**

## HELPFUL HINTS

- **We cannot supply copies of death certificates registered outside Northern Ireland;**
- Please complete the address panel overleaf. This is where we will send the certificate;
- Please include the year of the event. If there is insufficient information we will search two years either side of the date supplied;
- Please include the appropriate fee. We cannot process your application unless the correct fee is received – cheques or postal orders should be made payable to 'The Registrar General'.

## Searching by GRO Staff

If the search is likely to be too time consuming because of lack of information, we cannot undertake the task. The applicant should conduct the search personally or arrange for someone else to search on their behalf, at The General Register Office, 49-55 Chichester Street, Belfast BT1 4HL.

# PLEASE READ THE FOLLOWING NOTES TO HELP YOU COMPLETE THE APPLICATION FORM

**THE ATTACHED APPLICATION FORM SHOULD BE COMPLETED IN CAPITAL LETTERS.  
THE INFORMATION PROVIDED SHOULD BE AS ACCURATE AS POSSIBLE.  
ALL SECTIONS OF THE APPLICATION FORM SHOULD BE FULLY COMPLETED.**

## **INCOMPLETE APPLICATIONS WILL BE RETURNED**

### **Section 1      Applicant (Person Applying)**

- (Box a)      Insert the full name of the person applying for the certificate and the address to which the certificate is to be forwarded. A daytime telephone number should be included, where you can be contacted if necessary.
- (Box b)      Give the reasons for requiring the certificate ie insurance purposes, family tree etc.
- (Box c)      Please state your relationship to the deceased.

### **Section 2      Details of Certificate Required**

- (Box a)      State the surname and forename(s) of the deceased.
- (Box b)      State the deceased's usual address.
- (Box c)      State the date of death.
- (Box d)      State the place of death. Please note deaths before 1922 are difficult to trace if the place of death is not known.
- (Box e)      State the deceased's date of birth or age at the time of death.
- (Box f)      Enter the name of the deceased's spouse if he/she was married or widowed at the time of death.
- (Box g)      Please state deceased's occupation if known.
- (Box h)      If the death occurred within the last three years was the coroner notified?  
(please tick Yes or No.)
- (Box i)      Please note: If the death has not been registered we will be unable to provide a certificate.  
If deceased is aged 16 or under please enter parent's names.

### **Section 3      Number and Type of Certificate(s) Required**

- State the number of certificates required.
- Death Certificate**      Where two or more certified copies of the same entry are applied for at the same time, the first copy will be charged at the full fee and any additional copies at a reduced fee.
- Statutory Certificate:**      A letter issued by the Social Security Agency/Education and Library Board is required **NB. These certificates may only be used for the purposes provided.**
- Search Only Letter:**      A search of the registers will be carried out within the **5 year period stated in this application - No certificate will be produced.** However, you will receive a letter stating the outcome of the search.

### **Section 4      Signature**

Please sign and date the form whether or not you are paying by credit card.

### **Section 5      Payment**

- (Box a)      Indicate your method of payment - cash (if applying in person) cheque, postal order. Cheques or postal orders should be made payable to the Registrar General. For postal applications please ensure the correct fee is enclosed as refunds cannot be made. **PLEASE DO NOT SEND CASH BY POST.**
- (Box b)      Complete this section if you are paying by credit card.

**IF YOU HAVE ANY FURTHER QUESTIONS OR REQUIRE HELP WITH THIS APPLICATION FORM.  
PLEASE CONTACT THE GENERAL REGISTER OFFICE ON 101**

# Death Certificate Application (Northern Ireland)

\* ALL SECTIONS OF THE FORM SHOULD BE FULLY COMPLETED.  
INCOMPLETE APPLICATIONS WILL BE RETURNED.

\* Please complete Sections 1, 2, 3 in CAPITAL letters and sign at Part 4.

\* This form should only be completed for persons who died in Northern Ireland.

## Office Use

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Tie Up Nos. \_\_\_\_\_

Reference no. \_\_\_\_\_

## Section 1 Applicant (Person Applying)

(a) Applicant's Full name \_\_\_\_\_  
Full postal address \_\_\_\_\_  
Postcode \_\_\_\_\_  
Daytime telephone no. \_\_\_\_\_  
email address \_\_\_\_\_

*For purposes of detection and prevention of crime, information relating to this application may be passed on to other Government or Law Enforcement Agencies.*

(b) Please give reasons for wanting a certificate: ie insurance and benefit purposes etc.

\_\_\_\_\_

(c) Please state your relationship to the deceased. \_\_\_\_\_

## Section 2 Details of Certificate required

(a) Surname \_\_\_\_\_  
Forename(s) \_\_\_\_\_

*Please note that deaths before 1922 are difficult to trace if the place of death is not known.*

(b) Usual Address \_\_\_\_\_  
Postcode \_\_\_\_\_

(c) DATE OF DEATH \_\_\_\_\_ (d) Place of death \_\_\_\_\_

(e) Date of birth or age at death \_\_\_\_\_ years \_\_\_\_\_

(f) If the person was married or widowed at death, please give the name of spouse. \_\_\_\_\_

(g) Occupation (if known) \_\_\_\_\_

(h) If death occurred within the last 3 years was the Coroner notified? Yes  No  If so, has the death been registered?

(i) If the deceased is aged 16 or under please supply the following information

Father's Name	_____
Mother's Name	_____

## Section 3 Number and Type of Certificate(s) required

Death Certificate

STATUTORY CERTIFICATE  
(Proof from SSA/Education & Library Board required)

Search Only Letter  
(5 year period)

(additional copies of the same entry will be charged at the reduced fee)

## Section 4 Signature (Must be completed)

Your signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 5 Payment

(a) I enclose cash (if applying in person), cheque / postal order for \_\_\_\_\_ made payable to REGISTRAR GENERAL. (For postal applications please enclose the correct fee as refunds cannot be made.)

(b) or debit my \_\_\_\_\_  
Maestro   
Visa  by £ \_\_\_\_\_ card no. \_\_\_\_\_ Issue Number (Maestro only) \_\_\_\_\_  
Mastercard   
(Please tick appropriate box) \_\_\_\_\_ Cardholders name (CAPITAL letters) \_\_\_\_\_ expiry date \_\_\_\_\_

Please return to:

The Registrar General, Oxford House, 49/55 Chichester Street, Belfast BT1 4HL.

Tel: 101 Opening hours Monday to Friday 9.30am - 4.00pm (Closed Public, Bank & NI Government holidays)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

PLEASE FILL IN YOUR NAME AND FULL POSTAL ADDRESS ON THE STICKER, TO ASSIST US IN SENDING OUT YOUR CERTIFICATE PROMPTLY.



INVESTOR IN PEOPLE



