

Death Certificate Application (Northern Ireland)

CP No.

- * 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
CALL / POST
Mon / Tues / Wed / Thurs Fri

Section 1 Applicant (Person Applying)

(a) Full name
Full postal address
 Postcode:
Daytime telephone no.
Email address

(b) Please give reasons for wanting a certificate: i.e. 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, was in a civil partnership, or was a surviving partner at death, please give the name of spouse or civil partner

(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/Parent's Name

Mother's/Parent's Name

Section 3 Number and Type of Certificate(s) required

Full Death Certificate

Short Death Certificate

Statutory Certificate

Search Only Letter

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

(Available for Deaths registered from 17th Dec 2012 onwards)

(Proof from SSA/Education & Library Board required)

(5 year period inclusive)

Section 4 Signature (Must be completed)

Your signature

Date

Section 5 Payment (for postal applications only)

(a) I enclose cheque / postal order / credit/debit card details for

made payable to
REGISTRAR GENERAL

(For postal applications please enclose the correct fee as refunds cannot be made.)

**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 the certificate is required i.e. insurance purposes, family tree etc.
- (Box c)** Please state your relationship to the deceased.

Section 2 Details of Person whose Certificate is Required

Failure to provide full information may prevent GRO from being able to issue information/certificate you have requested.

- (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/civil partner if he/she was married or widowed or in a civil partnership or was a surviving civil partner 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.)
Please note: If the death has not been registered we will be unable to provide a certificate.
- (Box i)** 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.

Full 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.

Short Death Certificate: Available for deaths registered from 17th December 2012 onwards. A short certificate includes only information about the deceased and does not include any information relating to spouses, civil partners and parents. Cause of Death is not included. Such a certificate is generally accepted for all purposes for which **proof of death only** is required.

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: 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/debit 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.

**IF YOU HAVE FURTHER QUESTIONS OR REQUIRE HELP WITH THIS APPLICATION FORM,
PLEASE CONTACT THE GENERAL REGISTER OFFICE ON THE TELEPHONE NUMBER LISTED OVERLEAF, OR
EMAIL gro_nisra@finance-ni.gov.uk**

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 (Closed Public, Bank and NI Government Holidays).



By Post : By forwarding the application form and fee to :

**The General Register Office
Colby House
Stranmillis Court
BELFAST BT9 5RR**



By Telephone : By telephoning 0300 200 7890 if calling from within the UK or on 028 9151 3101 if calling from outside the UK 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/gro

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

All Applications: Normally processed within FIVE working days of the application being received. This may take longer during busy periods.

Priority Applications : Priority applications attract an extra fee in addition to the cost of the certificate. Priority applications will be issued by first class mail as follows;

On the same working day if received by 12.00 noon. If received after 12.00 noon , the certificate will be dispatched on the next working day.

Collection: Certificates may only be ordered for collection **in person** at our office. Non-priority applications will be ready to collect on the third working day.

While You Wait Service GRO offer a While You Wait Service for priority applications. Waiting times will be approximately 20-30 minutes.

HOW DO I PAY?

Personal Applications : You can pay by cash, cheque, postal order or credit/debit card.

Postal Applications : You can pay by cheque or postal order made payable to 'The Registrar General' or by credit/debit 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: For the current fees, please visit www.nidirect.gov.uk/gro

CAN I OBTAIN A REDUCED FEE CERTIFICATE?

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

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, Colby House, Belfast BT9 5RR or in the GRO Section at the Public Records Office Northern Ireland, 2 Titanic Boulevard, Belfast BT3 9HQ

Payment Mandate Form for Postal Applications

Contact details: GENERAL REGISTER OFFICE
COLBY HOUSE
STRANMILLIS COURT
BELFAST BT9 5RR
Telephone: 0300 200 7890 (within UK) or +44(0)28 9151 3101 (outside UK)
Website: www.nidirect.gov.uk/gro Email: gro_nisra@finance-ni.gov.uk

Fees and payment methods

Details of fees payable are available on www.nidirect.gov.uk/articles/ordering-life-event-certificate; or by contacting us using the telephone number above.

Payment can be made by post with a cheque or postal order. Cash should not be sent in the post. Should you wish to pay by credit/debit card please fill in the instruction below and include it with your application.

ALL PAYMENTS BY POST SHOULD BE FORWARDED TO THE GENERAL REGISTER OFFICE AT THE ABOVE ADDRESS

We can also accept payment by credit/debit card or cash at our office.

Please note: if you are completing your credit/debit card details, we recommend that you use a secure form of posting. This payment mandate form will be destroyed once payment has been confirmed.

For security reasons we cannot accept payment details by e-mail and payments cannot be made online for these applications.

Payment should be made in pounds sterling.

Credit/debit card instruction

Applicant's name

Type of card

MasterCard Visa Switch/Maestro or Solo Visa Electron

Card number:

Security number (the last three numbers shown on your cards signature strip)

Expiry date Issue No. (Switch/Maestro or Solo) Valid from date

Total fee £ Cardholder's signature:

Card holder's name:
(CAPITAL Letters)

Card holder's address and postcode: (CAPITAL Letters)

Card holder's phone number:

Card holder's email address: