

Tell Us Once Service

This optional service can help you notify national and local government departments of the death e.g. to deal with the person's benefits, state pension, passport, driving licence or blue badge. This usually takes place during registration. During this pandemic the registrar will issue you with a reference number which you can use to complete the process from home by telephone or online.

For further advice or support please contact:

Fife Registrars:

Please contact Fife Council Registrars for any questions about the Registration Process in Fife.
www.fife.gov.uk or 03451 55 00 99

The National Records of Scotland (NRS):

NRS is responsible for the arrangements in registering deaths in Scotland
<https://www.nrscotland.gov.uk>

NHS Inform:

<https://www.nhsinform.scot/care-support-and-rights/death-and-bereavement/coping-with-grief>

NHS Fife provides accessible communication in a variety of formats including for people who are speakers of community languages, who require Easy Read versions, who speak BSL, read Braille or use Audio formats.

NHS Fife SMS text service number 07805800005 is available for people who have a hearing or speech impairment.

To find out more about accessible formats contact:

fife-UHB.EqualityandHumanRights@nhs.net or phone 01592 729130

(Spiritual Care Version 3.0 - June 2020)



Registering a death in Fife
during the
COVID-19 pandemic

CHANGES TO DEATH REGISTRATION DURING THE COVID-19 PANDEMIC

We would like to offer you and your family our deepest sympathy at this difficult time.

The coronavirus (COVID-19) pandemic has required changes to the normal process for registering deaths in Scotland. This leaflet explains the special arrangements that are currently in place across NHS Fife. Although this is a very difficult situation, we hope that this information is helpful. Please see: www.nrscotland.gov.uk and/or www.nhsinform.scot if you require further advice or support (see back page for contact details).

How to register a death during the COVID-19 pandemic

Face to face appointments with the Registrar have been suspended until further notice, however you will be able to register the death remotely. You do not need to collect the death certificate from the hospital / GP or go to a registration office in person to register the death.

- Instead, the information will be sent electronically and the registration can be completed over the telephone.
- The doctor will complete the Medical Certificate of Cause of Death (often just referred to as the 'death certificate').
- The doctor will arrange for the certificate to be scanned and emailed directly to the registration office.
- The original certificate will be posted by the Doctor to the registration office.
- NHS Fife will send a copy of the Medical Certificate of Cause of Death to you by email.
- When you have received the scanned copy of the Medical Certificate of Cause of Death (often just referred to as the 'death certificate'), from the doctor, please phone 03451 55 00 99 to arrange a telephone appointment with the registrar to register the death.

For more information about this part of the process, please visit:
<https://www.nrscotland.gov.uk> or www.fife.gov.uk

What the registrar will ask about the person who has died:

- Their full name, usual address and occupation.
- Their parents' full names and occupations.
- Name and address of their GP.
- Their NHS number, if available.
- Details of their birth and any marriages or civil partnerships. If these occurred in Scotland, the registrar can look up details on the Scottish Family History System. However, if any relevant life events occurred outside Scotland, the registrar may ask you to email them a digital copy (e.g. a scan or photograph) of the certificates, if possible.

Once the registration is complete, the registrar will:

Email then post the Form 14 (certificate of registration of death) directly to your chosen funeral director.

Post an abbreviated death certificate to you (free of charge).

If you purchase a copy of the full extract this will be also be posted to you.

Death Certificate Reviews

The Death Certification Review Service carries out random reviews to check the quality and accuracy of Medical Certificates of Cause of Death. Certificates are selected at random during the registration process and occasionally, can mean a short delay in completing registration. Reviews are conducted by a team of medical reviewers, all of whom are experienced doctors. For further information about the review service, you can: Email: dcrs@nhs24.scot.nhs.uk