

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 (excluding Public 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 (028) 9025 2000 if you have Switch/Visa/Mastercard. You should have your card with you when you ring as we will require your card number and expiry date.
- By Internet :** www.groni.gov.uk

HOW LONG WILL IT TAKE?

- Personal Applications :** Ready for collection or posting out in **THREE** working days.
- Postal/Telephone Applications :** Processed within **EIGHT** working days of the application being received.
- Internet Applications :** Processed within **EIGHT** working days of the application being received.
- Priority Applications :** Personal applications are ready within one hour, if the extra fee of £15 is paid in addition to the cost of the certificate. Priority applications received by post, telephone or via the internet 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 14.30 if applying by post, telephone or internet, and 15.00 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 Applications :** You can pay by using a valid Switch, Visa or Mastercard.
- Internet Applications :** You can pay online using a valid Visa or Mastercard.

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 events 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.

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.

FURTHER ENQUIRIES

If you have any questions or require further information you can contact The General Register Office on **(028) 9025 2000**.

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) Complete 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.)
Please note: If the death has not been registered we will be unable to provide a certificate.

Section 3 Number of Certificate(s) Required

- State the number of certificates required.
- (Cost £10) Where two or more certified copies of the same entry are applied for at the same time, the first copy will be charged at £10 and any additional copies at £5 each.
- Details Supplied: When an applicant can supply full particulars, the fee will be £5. The following information should be supplied - pre 1973 District, Book and Entry Number/post 1973 Reference Number beginning 'D' and the year)..
- Statutory Certificate:
(Cost £5) Proof from the Social Security Agency/Education and Library Board is required.
NB. These certificates may only be used for the purposes provided.
- Search Only:
(Cost £5) A search-Only costs £5. 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.

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

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

Serial no. Date .../.../...

Related nos.

Reference no.

Section 1 Applicant (Person Applying)

(a) Applicant's Full name (Mr/Mrs/Miss/Ms)
Full postal address
 Postcode
Daytime telephone no.
email address

(b) Please give reasons for wanting a certificate:

(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 years
or age at death

(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? ☐

Section 3 Number of Certificate(s) required

No. of certificates required £10 each (additional copies of the same entry will cost £5 each) STATUTORY (£5 per copy) (Proof from SSA/Education & Library Board required) Search Only (£5 per 5 year period)

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 ☐ Switch ☐ by £ card no. Issue Number (Switch only)
Visa ☐ Cardholders name (CAPITAL letters)
Mastercard ☐ expiry date
(Please tick appropriate box)

Please return to: The Registrar General, Oxford House, 49/55 Chichester Street, Belfast BT1 4HL.
Tel: (028) 9025 2000 Opening hours 9.30am - 4.00pm (Monday to Friday - excluding Public Holidays)

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

Name:

Address:

Postcode:



INVESTOR IN PEOPLE

Office Use

Death

First search

Result

By Date

Check search

Result

By Date

Notes

Entry to be offered

[illegible]

Action taken

[illegible]

Fees

Number		
	Full	£
	Short	£
	Stat	£
	Priority	£
	Other	£
TOTAL DUE		£

APP FORM

Cashier/ _____
Completed by _____ Date _____

Indexed by Date

Checked by Date

Stamped by Date

REFUND

Refund Schedule No _____

Received by

Cashier **Date**

RECEIPT

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TOTAL REC'D

Cheq/cash/PO/Credit card	£
Extra fees	
Cheq/cash/PO/Credit card	£
GRAND TOTAL	£
TOTAL DUE	£
Refunds / retained fees / postage	£