



Application form to correct the details on a

**Death Registration**

Before completing this form please read: 'How to apply for a correction to a death registration'

This can be obtained from your local register office or at [www.gov.uk](http://www.gov.uk)

The application should be made by a relative of the deceased or a person who would have been able to register the death.

There is a statutory fee for each application. If the application does not need to be referred to the General Register Office (GRO) the fee will be £75.00. Any application requiring referral to GRO the fee will be £90.00.

This is a consideration fee and, as such, is not refundable. The fee must be paid at the point of application.

**1.1 Applicants details:**

Title

Forenames

Surname

Current address

Contact tel. no.

Email

We may need to contact you, how would you prefer to be contacted? (Please tick one)

Email  Telephone  Post

Your relationship to the person named on the certificate

If you are not the person who originally registered the death please note you must provide a letter from that person agreeing to the correction. Failure to do so may delay your application.

**1.2 Person's details as stated on death certificate:**

Forenames

**Surname**

**Date of death**

---

**2.0 Details of the error(s) and the correction(s) to be made to the death registration.**

Please clearly explain in the boxes below what is wrong and what the correct details are:

**2.1 Error as it is shown on the certificate**

**2.2 The correct details to be shown**

--	--

**2.3 Please give as full an explanation as possible of how the error occurred:**

**2.4 Please confirm that you have checked the death certificate and that all errors have been identified and noted above.**

Yes

**3.0 Before the correction can be authorised you will need to provide evidence that an error has been made.**

You need to show that the information originally given at the time of the registration was wrong. You will have to produce document(s) that clearly show what the correct information should be. Where relevant, these documents should be valid or dated around the time of the death.

It is not possible to list every example of acceptable evidence, but it should be an official document which shows the correct information. Examples will include:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| passport                            | utility bill                      |
| identity card                       | credit card statement             |
| photocard driving licence           | NHS medical card                  |
| letter from a government department | valid will/probate document       |
| bank/building society statement     | birth and/or marriage certificate |

Please do not send in original documents or photographs of original documents; we will accept photocopies which have been certified by a professional or reputable person as a true copy of the original. A list giving examples of suitable persons can be found at:  
<https://www.gov.uk/countersigning-passport-applications>

If you are taking the application to a Register Office and paying in person then the Register Office should be able to certify your documents as a true copy of the original which means you can retain your original documentation.

If you cannot send any evidence of an error having occurred, then normally a correction will not be possible. Further advice can be obtained by calling **0300 123 1837**

---

**4.0 The correction:**

The original information will always be shown as it was first given, but a note will be written against the registration. This will explain what the correct information should be and the date when the correction was made. All death certificates issued afterwards will include the note in ..

**4.1 You can attend at the register office where the death occurred to witness the correction being made or the correction can be carried out in your absence.**

**4.2 I want to attend at the register office where the death occurred to witness the correction** Yes  No

**4.3 Declaration:**

**I confirm that I am happy for the correction to be made and I understand that it will take the form of a note in the margin.**

*Applicant:*

*Date:*

--	--

---

**5.0 Please include any further information which you think maybe relevant to your application**

---

**6.0 Contact details of the person who registered the death if not given overleaf**

<b>Title</b>	<input type="text"/>
<b>Forenames</b>	<input type="text"/>
<b>Surname</b>	<input type="text"/>
<b>Current address</b>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Contact tel. no.

Email

Details not known

**I declare that the information supplied is true to the best of my knowledge and belief and that the evidence enclosed is a true copy of the original documentation**

*Applicant's Signature:*

*Date:*

<input type="text"/>	<input type="text"/>
----------------------	----------------------

---

## 7.0 Checklist

**7.1 I have filled in all sections of the form**

Yes

**7.2 I have included a certified copy of the death certificate that needs correcting**

Yes

**7.3 I have enclosed document(s) that show the correct information**

Yes

**7.4 Letter from person who originally registered the death (if applicable)**

Yes

**7.5 I have read the guidance leaflet: 'How to apply for a correction to a death registration'**

Yes

---

Please take or send your application form and documentary evidence to the register office for the area where the death was registered. You can ring GRO on 0300 123 1837 who can also confirm where your application needs to be sent.

The local register office will be able to advise you on which fee will apply for consideration of the correction.

*For the purpose of detecting and preventing crime, information relating to an application may be passed and verified with other government departments or law enforcement agencies*

### *Fair Processing Notice*

*By completing this form you agree to the General Register Office contacting you in relation to your application as well as to ask if you are satisfied with our services.*

The General Register Office is part of Her Majesty's Passport Office.