

General Register Office

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

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.

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1.1 Applicants	detail	s:																					
Title																							
Forenames							Ι																
Surname							I																
Current address																							
address																							
Telephone no.																							
Email																							
We may need t	to con	tact	you	, ho	w w	oul	ld y	ou	pre	fer	to	be	COI	nta	cte	d?	(P	lea	se	tic	(O I	ne)	
Email		Tele	epho	ne				Pos	t														
Your relationsl the certificate	hip to	the p	pers	on r	nan	ned	on																
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	he error	(s) and t	he corr	ection((s) to be	e made	e to the	e death	regis	tration).
Please clearly e	explain ir	the box	es belov	v what i	is wron	g and w	vhat the	e correc	ct deta	ils are:	
2.1 Error as it i	s show	n on the	certific	ate	2.2 Th	e corre	ect det	ails to	be sh	own	
2.3 Please give	as full	an expla	nation	as pos	sible o	f how t	the err	or occi	urred:		
2.4 Please con errors have be		-				certif	icate a	ind tha	t all	`	⁄es

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 the margin. There is no legal requirement to witness the correction.

4.1 Declaration:

I confirm that I understand the correction will be made in my absence and the correction will take the form of a note in the margin.

Аррисапт:		Date:		
5.0 Please incl application	ude any further info	mation which you th	nink maybe relevant to yo	our
6.0 Contact de	tails of the person w	ho registered the de	eath if not given overleaf	
Title				
Forenames				
Surname				
Current address				

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:									
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 deaneeds correcting	ath certificate that	Yes								
7.3 I have enclosed document(s) that show the correct information Yes										
7.4 Letter from person who originally registe applicable)	red the death (if	Yes								
7.5 I have read the guidance leaflet: 'How to a death registration'	apply for a correction to	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 His Majesty's Passport Office.