



## How to apply for a correction to a death registration

### 1. General Information

A correction can only be made when the information on the certificate is wrong. A correction is made in the register held at the office responsible for the area where the death occurred. Generally, corrections fall into **two** categories:

1. Corrections that can be made at the register office for the area where the person died – these tend to be minor mistakes e.g. – in a date of death, a place of birth, an address, an occupation etc.
2. Corrections that need to be sent to the General Register Office (GRO) – these tend to be mistakes involving names.

### 2. How do I apply for a correction?

First of all, you should contact the register office for the area where the death was registered to find out if it is a mistake that they can correct. Alternatively, you can ring GRO on **0300 123 1837** who can also confirm where your application needs to be sent.

If the local register office can make the correction, you will need to contact them for advice on how to make arrangements to do this.

If it is an application that must be sent to GRO, you will need to complete an application form and take it or send it to the local register office where the death was registered. The register office will carry out a triage service for the correction to ensure that the correct fee is applied.

### 3. Is there a Fee?

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 £83.00. Any application requiring referral to GRO the fee will be £99.00.

This is a consideration fee and, as such, is not refundable. The fee must be paid at the point of application. You should contact the register office before sending your application to ask them how they will take the fee.

### 4. Where can I get an application form?

- by downloading it from <https://www.gov.uk/correcting-a-death-registration/how-to-apply>
- your local register office may be able to supply you with one
- you can get one from GRO by ringing **0300 123 1837**

### 5. Who can apply for a correction?

- the informant
- a relative of the deceased
- a person who would have been able to register the death
  - If you are not the person who originally registered the death you must provide a letter from that person agreeing to the correction.

## 6. What does a correction look like?

The original information will always be shown as it was first given, but a note will be written against the registration explaining what the correct information should be and the date when the correction was made. All certificates issued from that point on will include the note in the margin.

## 7. Do I need to prove that the information contained in the death certificate is wrong?

You need to show that the information originally given at the time of the registration was wrong. You will have to provide a copy of the death certificate **and** produce document(s) showing the correct information. Where relevant, these document(s) should be dated or valid at the time of the death. Please see the application form for a list of suitable documents.

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**

## 8. Do I need to send in original documents?

If sending the application by post and paying for the service over the phone, please do not send original documents with your application form. You should only send in photocopies of documents which have been certified by a professional or reputable person as true copies of the originals. A list giving examples of suitable persons can be found at:

<https://www.gov.uk/countersigning-passport-applications>

Acceptable certifiers are listed under the heading '**Occupations**'.

The person certifying the photocopies must not be related by birth or marriage/civil partnership to the applicant(s), be in a personal relationship with them or live at the same address. The certifier should:

- include the words - *“Certified to be a true copy of the original seen by me”*
- sign the photocopy
- print their name
- confirm their occupation
- add their address and telephone number

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.

GRO or the local registration service reserves the right to ask you to submit the original document if needed.

GRO will confidentially destroy all certified copies submitted here **unless** specifically asked to return them.

### **9. Do I have to be there when the registration is corrected?**

As there is no legal requirement to witness a correction, the correction will be made without you attending the register office in the area where the person died.

If the correction involves a serious mistake you may be asked to make a statutory declaration. This declaration must be signed by someone who is legally qualified to attest an oath - e.g. a solicitor or a magistrate. A fee may be charged for this service.

### **10. How long will it take for the death registration to be corrected?**

For corrections that can be made at the register office in the area where the person died, your local register office will be able to advise their current turn around timescales.

For corrections that have to be sent to GRO, if there are no problems with your application, you can expect the paperwork authorising the correction to be sent out within **25 working days**. If GRO need more information or you need to send in more paperwork or make a statutory declaration, each further reply may take up to **25 working days**.

However, in exceptional circumstances, it may not always be possible to meet these targets.

### **11. Where can I find out more?**

You can contact the register office in the area where the person was died. They will be happy to explain what you need to do.

Alternatively, you can telephone GRO who will advise you on your individual circumstances and how to apply for a correction. Our contact details are:

**Address:** GRO Casework Team, PO Box 476, Southport, PR8 2WJ

**Phone:** 0300 123 1837

**E-mail:** [GROCasework@gro.gov.uk](mailto:GROCasework@gro.gov.uk)

**Internet:** Go to <https://www.gov.uk/correcting-a-death-registration/how-to-apply> to find forms for downloading.

The information contained in this leaflet is based on the **Births and Deaths Registration Act 1953** but is not a full statement of the law.

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

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