

Registering the Death and Receiving the Death Certificate

The death certificate is an official document. It is often used as proof of a death and is needed to carry out some tasks.

You will need the Death Certificate to start arranging the funeral and to close certain accounts.

Receiving the Death Certificate

Step 1

The death will be registered by The Crown Office and Procurator Fiscal (COPFS)

The death certificate may not be created straight away. This will depend on the details of each case.

This is because the death is being under investigation as a crime.

Ask your Family Liaison Officer (FLO) if you have questions about your case.

Step 2

COPFS will then create the death certificate.

Step 3

The death certificate will be delivered to the closest relative, the funeral director or you may be asked to pick it up from the mortuary.

Registering the death

The FLO will retain the death certificate and a copy will be taken and put into the Police's database. The FLO will make arrangements with you and assist you in contacting the registrar to make an appointment to register the death.

After the death has been registered, the death certificate along with undertaker forms will be given to the FLO and returned to the mortuary. You can obtain a copy of the death certificate from the registrar to allow you to progress with personal insurance policies etc. However, at this stage of the process - this will have to be paid for.

Once the body has been released, this paperwork will be released to you and the undertaker. Various circumstances can dictate this process.

At this stage, you can begin to make arrangements with an undertaker. Cremation in some cases must be agreed, however, a date cannot be booked at this time as there will be no confirmed date of when the body will be released.