

OFFICIAL

Annex A - INFORMATION TO BE COLLECTED BY AN INFORMANT IN READINESS TO PROVIDE TO THE REGISTRAR

The following template is intended to help ensure that all the appropriate information is collected and then supplied to the registrar. Please use Annex C for this purpose if the informant is a funeral director working on behalf of the deceased's family.

Details required	Guidance notes	Deceased details
Date of death		
Place of death	<ul style="list-style-type: none"> This will be the name of the hospital or nursing home, the name or number of the house, the name of the street and village town etc. If the death took place in an ambulance, car etc then you need to provide information about the locality of the vehicle when the death occurred and the intended destination. 	
Name and surname	<ul style="list-style-type: none"> This should be the name they were known as at the time of his or her death. You should also establish if they are known by any other name currently or previously. You need to record those details together with some notes as to the circumstances to help the registrar ascertain how to record the information in the entry. 	
Sex	Male or Female	
Maiden surname of woman who has married	This is the surname in which a woman contracted her (first) marriage.	
Date of birth	Please provide approximate dates if exact date not known.	
Place of birth	Town and county/London borough or country of birth and only country if born outside UK.	
Occupation	<ul style="list-style-type: none"> Provide as much information as possible relating to the most recent occupation. Please also record whether the deceased was retired. 	
Usual address	<ul style="list-style-type: none"> This should include the name or number of the house, name of the street and village or town. Where the death occurred in a hospital the deceased's usual address should be recorded. 	