

FOR OFFICIAL USE



HANDBOOK

FOR

REGISTRATION OFFICERS

BIRTHS AND DEATHS

ENGLAND AND WALES

2001

PUBLISHED BY THE AUTHORITY OF THE REGISTRAR GENERAL

CD 03 00003

D2

Medical certificate of cause of death

General

Notice of signing of medical certificate

Forms of certificate

Supply of books of medical certificates

9.

Checking the medical certificate before the registration

19

Uncertified deaths

D2 Medical certificate of cause of death

General

1. If a registered medical practitioner (one whose name appears in the Medical Register) attended the deceased during his/her last illness he/she is required by section 22 of the Births and Deaths Registration Act 1953 to give a certificate stating to the best of his/her knowledge and belief the cause of death. He/She is required to give the certificate in the prescribed form and to deliver it to the registrar and, at the time of signing the certificate, to give to an informant a written notice in the prescribed form that he/she has signed the certificate to be delivered to the registrar.
2. Any practitioner provisionally registered under section 15 of the Medical Act 1983 is deemed to be a fully registered medical practitioner for the purpose of signing and giving a certificate of cause of death. Similarly a medical practitioner with limited registration under section 22 of the Medical Act 1983 may sign and give a certificate of cause of death. But in both cases his/her authority to issue such a certificate is limited to cases arising out of the performance of his/her duties in the post to which he/she has been appointed in the approved hospital or institution concerned. He/She will in no circumstances be competent to certify a death otherwise than in the course of his/her duties in such a post. The registrar's Schedule of Communal Establishments (see Appendix 10) indicates by a cross (+) the approved institutions within his/her sub-district. The registrar should obtain from the chief medical officers in those approved hospitals and institutions lists of the names of provisionally and limited registered medical practitioners in post.
3. A medical practitioner required by the Act to give a medical certificate of cause of death is not relieved of this duty if he/she reports the death to the coroner or has reason to think that it has been or may be reported by some other person.
4. It is the duty of the registered medical practitioner signing a medical certificate to deliver it forthwith to the registrar. He/She may do so by post, but generally will hand it to the informant who will deliver it to the registrar.

Notice of signing of medical certificate

5. The form of notice that a medical certificate of cause of death has been signed is printed as a detachable part of the medical certificate itself, so that when the doctor signs the medical certificate he/she may hand the notice to an informant for delivery to the registrar.

Forms of certificate

6. There are two prescribed forms of medical certificates of cause of death:
 - (a) Form 65 for use where a live born child has died within 28 days of birth and
 - (b) Form 66 for use for all other deaths.
7. If the registrar receives a certificate which is not written on the appropriate prescribed form he/she should return the certificate to the doctor and ask him/her to certify in the prescribed form. The registrar must indicate clearly which of the two prescribed forms should be used and remind the doctor that the use of the prescribed form is compulsory by law. Every effort should be made to avoid inconvenience to the public.
8. Where the death occurred in England but the medical certificate is issued by a doctor in Wales the bilingual prescribed form of medical certificate may be accepted, but all Welsh particulars must be disregarded and English details only entered in the register.

Supply of books of medical certificates

9. The registrar may obtain books of medical certificates from the General Register Office (Registration Supplies Unit). He/She must give one of these books, free of charge, to any registered practitioner residing or practising in the sub-district who applies for one.
10. The registrar must keep account of all books received and issued. A book (Form 17) is supplied for this purpose and the

instructions printed on it must be followed. This record must be kept readily available at the registrar's main office for production to Inspectors of Registration.

11. Where a registrar is required to issue books for use by doctors on the staff of a large hospital, he/she should ask the chief medical officer to nominate an official, preferably the secretary or the records officer, to be responsible for making application to the registrar on behalf of the chief medical officer for the books, and for issuing them to doctors practising in the hospital. The registrar should supply the books only on an application signed by the nominated officer, but the record should show the books as having been issued to the chief medical officer on whose behalf the officer is acting.
12. Envelopes (Forms 109A and 109) in which the doctor may send the certificate to the registrar are supplied to registrars on request. The registrar will normally issue Form 109A for use where the certificate is handed to the informant. If, however, any doctor wishes to post the certificate to the registrar a supply of Forms 109 should be issued on application by the doctor concerned, but in using these forms the doctor must prepay the cost of postage.
13. Whenever the registrar learns of the death of a doctor who has a book of certificates, or that a hospital or institution in the sub-district has been closed, he/she should try to recover all the unused forms of certificate and return these to the General Register Office (Registration Supplies Unit).
14. If, in respect of a death which he/she is required to register, the registrar receives a medical certificate of cause of death, the signature on which is unfamiliar, he/she should check that the person who signed the certificate is a registered medical practitioner. If he/she is not satisfied the matter should be reported to the General Register Office (General Section).
15. If a registrar receives from a registered medical practitioner a medical certificate of cause of death relating to a death required to be registered in some other sub-district he/she must at once send the certificate to the appropriate registrar.
16. Except as provided in paragraphs 7 and 15, the registrar must not part with a duly completed medical certificate without the Registrar General's sanction. He/She may, however, submit it on request to a coroner on the understanding that it will be returned.
17. Where the informant produces a notice that a medical certificate of cause of death has been signed and requests a registrar to register a death but the registrar has not yet received a certificate, he/she should explain to the informant that the death cannot be registered without that certificate, and should offer to take any necessary steps to obtain it from the doctor. He/She should arrange to let the informant know when he/she is ready to register the death.
18. Notices to informants need not be kept by the registrar when the deaths to which they relate have been registered.

Checking the medical certificate before the registration

19. Before beginning registration the registrar must check the medical certificate for the following:
 - (a) that the appropriate prescribed form has been completed, i.e. Form 65 where the deceased is a live born child who died within 28 days of birth, Form 66 in all other cases (see paragraph 6);
 - (b) that the certificate relates to the person whose death the registrar is required to register;
 - (c) that the doctor is a registered medical practitioner (see paragraphs 1 and 2) and has certified that he/she was in medical attendance upon the deceased during the last illness - if not, see paragraphs 20-23;
 - (d) that the deceased was seen by the certifying practitioner either after death or within 14 days of death - if not, refer to the coroner (see D4);
 - (e) Whether the box has been ticked to show that death may have been linked to the deceased's employment - if 'yes', see D4.6;
 - (f) whether the doctor has indicated that he/she has referred the death to the coroner - if 'yes', obtain coroner's notification (see D4.6); and
 - (g) whether the cause of death is one which requires the registrar to report the death to the coroner - if 'yes', report to the coroner (see D4).

Uncertified deaths

20. A doctor who was not in attendance upon the deceased during the last illness is not qualified to issue a medical certificate giving the cause of death and the certificate he/she has issued is invalid. The registrar must make every effort to obtain a fresh certificate signed by the doctor who did attend the deceased during the last illness.
21. If the registrar is unable to obtain a fresh, valid medical certificate he/she must report the death to the coroner as an uncertified death and await the coroner's notification before registering.
22. Where the coroner issues Form 100A and no cause of death is given, the cause of death should be taken from the informant and no name or qualification of a medical practitioner should be included. If in doubt, the advice of the General Register Office (General Section) should be sought.
23. Doctors in the service of a visiting force or headquarters defence organisation may not necessarily be registered medical practitioners within the meaning of these instructions. A medical certificate issued by such a doctor may not be valid therefore, if no qualified medical practitioner is able to sign a fresh certificate the registrar must report the death to the coroner. A special form Form 90 is provided to enable the coroner to notify the registrar that he/she does not intend to hold an inquest (see DB).

D3 Registration of a death within 12 months without reference to the coroner

	Paragraph
General	1
Completion of draft entry (Forms 310)	2-63
Information for entry in the register	4-53
Space 1 (date and place of death)	4-11
Date of death	4-5
Place of death	6-11
Space 2 (Name and surname)	6
Space 3 (Sex)	17
Space 4 (Maiden surname)	18-20
Space 5 (Date and place of birth)	21-27
Date of birth	21-23
Place of birth	24-27
Space 6 (Occupation and address)	28-46
Space 7 (Name and qualification of informant)	47-49
Space 8 (Cause of death)	50-52
Particulars under the Population (Statistics) Act (Form 310)	53-60
Additional particulars (Form 310)	61
Checking and signing Form 310	62-66
Making the entry in the register	67-68
Verification of particulars	69-70
Signing the register	71-74
Space 9 (Signature)	71-72
Spaces 10 and 11 (Signature, etc. of registrar)	73-74

Issue of documents following registration

75-76

Other administrative duties

77

Examples

D3 Registration of a death within 12 months without reference to the coroner

General

1. The Registration of Births and Deaths Regulations 1987 (as amended) prescribe the information to be registered following a death. All details, except the cause of death, must be obtained by direct personal questioning of the informant. Information about the deceased or the date or place of death must not be copied from the medical certificate of cause of death. Any discrepancy between the medical certificate and the particulars given by the informant should be questioned and the informant's confirmation of the correct particulars obtained before these are entered in the draft entry form. The face of the medical certificate should not be amended by the registration officer or informant.

Completion of draft entry (Form 310)

2. Before beginning to register a death a registrar must be satisfied in accordance with D1 and D2 that he/she can complete the registration in the presence of the informant. The registrar must then prepare either on computer or manually a draft of the particulars to be registered, on Form 310, in accordance with the instructions below.

2.(a) Where a death is registered by means of a declaration, the registrar who attests the declaration will prepare the draft entry Form 310.

3. The draft provides the registrar and the informant with an important opportunity to check the particulars and to correct any error before the entry is made. It is essential therefore that the particulars are entered on the draft entry (or on computer) precisely as they need to be entered in the register. The Form 310 is also a source of statistical information which it is the statutory function of the Registrar General to collect. As copies of the draft need to be made at ONS and as the Forms 310 are the source of information for the public registration indexes it is essential that all drafts are completed clearly and accurately; it is particularly important for indexing purposes that surnames only are recorded in block capitals. The forms may be completed on a computer, typed, in which case a black ribbon must be used and changed as soon as the impression begins to fade, or written with a ball-point pen containing black ink. For entries made by computer (where the information will be sent to ONS Titchfield on disk) no paper copy of Form 310 need be printed. If a Form 310 is used for checking purposes in a computerised office it must be destroyed as confidential waste after use.

3.(a) Before beginning a registration, the registrar should complete the register number and entry number boxes on Form 310. The register number, i.e. that used for local indexing purposes by the superintendent registrar and the appropriate entry number should be recorded in the boxes in the top right-hand corner of both sides of the form. Additionally, registrars in unified sub-districts should add their individual identifying letter (A, B, etc. to the pre-printed district and sub-district number at the top of both sides of the form. This information will be printed automatically in those Offices using computers.

Information for entry in the register

[RSS draft - registrars should note that any information entered in spaces 1-8 can be stored and recalled using the appropriate buttons on the Action Bar. This information is deleted from the stored text box once the entry is saved and locked].

Space 1 (Date and place of death)

Date of death

4. In space 1 the registrar must enter the date of the death, writing the day of the month and the month in words and

the years in figures. If the informant is unsure of the precise date of death, the registrar should enter the words 'On or about' followed by the date of death as given by the informant to the best of his/her knowledge and belief.

[RSS draft - the date should be entered in the format ddmmyyyy or dd/mm/yyyy. If the informant is unsure of the precise date of death select option 1, 'On or about', from the Date qualifier box].

5. Where a child lived for less than 24 hours, the registrar must enter after the date of the child's death the word 'Aged' and the age in completed hours or, if less than one hour, in minutes.

[RSS draft - the number of completed hours or minutes should be entered followed by the appropriate unit, e.g. "hours" or "minutes". The word "Aged" is automatically inserted if the death relates to a child who lived less than 24 hours].

Place of death

6. Below the date of death, the registrar must enter in space 1 the place of death.

[RSS draft - the place of death defaults to that recorded in the registrar's staff file taken from the Communal Establishments list. If the option 'In another establishment' is selected, the registrar can either type the address in directly or click on the 'Establishments' button to display the Communal Establishments list].

7. The address to be entered should include the name or number of the house, the name of the street, and the locality or village, town, etc. If the death occurred in an ambulance, train or other vehicle, the registrar should enter the name of the London Borough, Metropolitan or Non-Metropolitan district, civil parish or locality according to the best information the informant can give about the place of death, followed by the words 'on the way to'. Inserting the name of the hospital or other place to which the deceased person was travelling. If the death occurred on the way to a hospital and no definite information is available about the place where death occurred, the registrar should enter the words 'Found dead on arrival at' inserting the name of the hospital, in which case the death must be registered in the sub-district containing the hospital.

[RSS draft - the words "on the way to " are automatically inserted when the 'In transit' option is selected. The registrar can either type the destination in directly or click on the 'Destination' button to display the Communal Establishments list.

The words "Found dead on arrival at" are automatically inserted when option 5 is selected. The registrar can either type the destination in directly or click on the 'Location' button to display the Communal Establishments list].

8. The words 'prison' or 'psychiatric hospital', or words conveying a similar meaning, must not be used in an entry, unless they appear in a coroner's certificate after inquest on the authority of which the entry is being made. Normally an alternative address will have been authorised and this must be used. Where no alternative address has been authorised the registrar should consult the authorities of the Communal Establishment and report to the General Register Office a suggested alternative postal address which does not disclose the nature of the establishment. Where such words are inadvertently inserted in an entry and are noticed before the entry is complete, the entry should be discontinued and a fresh entry made in the next space.

[RSS draft - the option 'Elsewhere' should be selected if the place of death was at an address other than the deceased's home address or a Communal Establishment].

9. Where the date, but not the place of death is known, the registrar must enter the date of death followed by the words 'Found dead' inserting the place where the body was found.

[RSS draft - the words "Found dead " are automatically inserted if option 6 is selected].

10. Where the place, but not the date, of death is known the registrar must write the words 'On or about', inserting

the date on which the body was found followed by the place of death.

[RSS draft - the words "On or about" are automatically inserted if option 1 is selected from the Date qualifier box].

11. Where both the date and place of death are unknown the registrar must enter the words 'Deceased found on', inserting the date on which the body was found followed by the place where it was found.

[RSS draft - the words "Deceased found on" are automatically inserted if option 2 is selected from the Date qualifier box].

Space 2 (Name and Surname)

12. In space 2 the registrar must enter the name and surname (in block capitals) of the deceased, according to the information given by the informant.

[RSS draft - to insert a surname which includes lower case letters, eg Mac, the Auto-Caps button on the Button Bar should be changed to 'off'. After inserting the surname, 'tab' out of the surname field and then change the Auto-caps button back to 'on'].

13. The name and surname to be entered are those by which the deceased person was known at the time of his/her death. As a general rule these will agree with those shown in the birth entry of the deceased person or, in the case of a married woman, in the entry of her marriage. A person who has been legally adopted will generally be known by the name and surname shown in the record of his/her adoption.

14. If the deceased person was known by a different name or surname from that indicated above and only the name and surname in use are recorded in the death register, difficulties may arise concerning the identity of the deceased person in connection with claims for insurance or pension, probate and other purposes.

15. The registrar should therefore be particularly careful to establish what name should be recorded in this space, and if it appears that a question of the identity of the deceased person may be raised because of an assumed name and surname only being recorded, he/she should advise the informant that the name and surname given at birth or on adoption or acquired by marriage, as the case may be, should be entered in the register after the name and surname by which the deceased was generally known and separated from them by 'formerly known as', e.g. John SMITH formerly known as Fred BROWN.

[RSS draft - click on the 'formerly' button after answering Y to "Any other names (current or previous)?" The registrar must insert any letters in upper case themselves].

16. Where the deceased was known equally by two different names at the time of death, and the informant is agreeable, the registrar should enter the two names and surnames linked by the word 'otherwise'. The matter should not be pressed unduly, but unless the informant objects the name and surname should be entered as described above.

[RSS draft - click on the 'otherwise' button after answering Y to "Any other names (current or previous)?" The registrar must insert any letters in upper case themselves].

Space 3 (Sex)

17. In space 3 the registrar must enter the word 'Male' or 'Female', as the case may be, according to the information given by the informant.

[RSS draft - enter M or F].

Space 4 (Maiden surname)

18. 'Maiden surname' is defined as follows: the surname in which a woman contracted her marriage (or, where she has married more than once, her first marriage).

19. If the deceased was a woman who had married, the registrar should enter her maiden surname in block capitals in space 4. If the informant does not know the maiden surname the registrar must draw a line through space 4. In no circumstances must the registration be temporarily discontinued while the informant goes to find out this information.

[RSS draft - to insert a surname which includes lower case letters, e.g. Mac, the Auto-Caps button on the Button Bar should be changed to 'off'. After inserting the surname, 'tab' out of the surname field and then change the Auto-Caps button back to 'on'. Where this field is left blank a line is automatically inserted if the death details are printed].

20. If the deceased was a spinster, the registrar must draw a line through space 4.

[RSS draft - where this field is left blank a line is automatically inserted if the death details are printed].

Space 5 (Date and place of birth)

Date of birth

21. In space 5 the registrar must enter the date or approximate date of birth of the deceased according to the information given by the informant.

[RSS draft - the date should be entered in the format ddmmyyyy or dd/mm/yyyy].

22. The date of birth should be recorded as accurately as possible, in accordance with whichever of the following examples accords with the degree of accuracy of the information:

Information	Particulars to be entered
(a) Day of the month, month and year	Day of the month, month and year
(b) Month (or approximate month) and year	Month and year
(c) Year only	Year
(d) Approximate year (whether or not the month is known)	The word 'About ...' and the year

[RSS draft - click on the Partial Date button and enter as much of the date of birth as is known. The Free Format box must always be completed if a partial date of death is entered as it is the information in the free format box that is reproduced on any certificates issued].

23. The day of the month and the year should be written in figures and the month in words.

Place of birth

24. Below the date of birth of the deceased the registrar should enter in space 5 the place of birth of the deceased according to the information given by the informant.

25. If the deceased was born in the United Kingdom, the particulars to be entered should be the names of the town, village or locality and the county or in the case of London the locality and London borough. If only one of the two names is known the registrar must enter that name with any additional identification available. If neither is known, the country of birth, e.g. England, Wales, Scotland, Northern Ireland (or, in the last resort United Kingdom), should be entered. If the deceased was born outside the United Kingdom, the country of birth should be entered in space 5. A guide to the names of counties, etc. in the United Kingdom and the Channel Islands and the names of countries overseas is given in Appendix 5.

26. If the informant is unable to state the place of birth required in space 5, the registrar should draw a line through that space beneath the entry of the date of birth. He/She must not discontinue registration while the informant goes to find out this information.

[RSS draft - where this field is left blank a line is automatically inserted if the death details are printed].

27. When the entry relates to the death of a child who lived for less than 24 hours, space 5 must be completed in accordance with the above instructions, whether or not the particulars for space 5 duplicate any of those entered in space 1.

Space 6 (Occupation and address)

28. In space 6 the registrar must enter the occupation of the deceased in all cases where the deceased was a male aged 16 years or over. In other cases the occupation should be entered in accordance with the instructions below.

[RSS draft - select option 1 from the Occupation Details. If the particulars are not in standard format (e.g. coroner's inquest) the free format box, ie option 5, should be used].

29. Where the deceased was a child under the age of 16 the registrar must enter in space 6 the words 'son (or daughter) of' followed by the name, surname (in block capitals) and occupation of the father if that information is given and the name, surname (in block capitals) and occupation (if any) of the mother.

[RSS draft - select option 4 from the Occupation Details. The words "son (or daughter) of" are inserted automatically].

30. Where the names of both parents are entered and the surname of the mother is different from that of the father and, if the informant knows that the mother was known by the surname of the father at any time during the lifetime of the child, then the registrar must enter in respect of the mother.

(a) the name and surname she used when she was known by the father's surname, followed by the word 'now' then the name and surname she was using at the time of the child's death.

e.g. Mary SMITH (father's surname) now Mary BROWN; or

(b) if the mother is deceased, the name and surname she used when she was known by the father's surname followed by the word 'afterwards' then the name and surname she was using at the time of her death,

e.g. Mary SMITH afterwards Mary BROWN.

[RSS draft - where the words "now" or "afterwards" are to be entered it is preferable to do this with the Auto-Caps button 'off'].

31. The registrar should ask for the name and occupation of the father without enquiring as to whether he is married to

the child's mother, and enter the information as given. The registrar should then ask for the name and occupation of the child's mother and enter that information regardless of whether the father's particulars have been recorded. Where particulars of both the father and mother are given they should be linked with the word 'and'.

[RSS draft - the word "and" is inserted automatically].

32. Where the deceased was a female aged 16 or over, the registrar must enter:

(a) in the case of a married woman or widow, her own occupation and the words "wife (or widow) of" and the name and occupation of her husband or deceased husband "wife of" should be recorded if the informant is unsure whether the deceased was divorced or widowed); or

[RSS draft - select option 3 from the Occupation Details. The words "wife (or widow) of " must be entered in the Relationship field].

(b) in any other case, her own occupation.

[RSS draft - select option 1 from the Occupation Details].

33. If the deceased was a spinster over the age of 16 years or a divorced woman who had no occupation, a line should be drawn across the upper part of space 6.

[RSS draft - select option 2 from the Occupation Details. A line is automatically inserted if the death details are printed].

34. The registrar should decide, on the basis of the above instructions, whose occupations are required to be entered in the register and should then, unless the deceased was aged 75 years or over, try tactfully to discover from the informant exactly what is the nature of the occupation of the person or persons concerned, taking account of the kind of work done, the nature of the operation performed and the industry (i.e. the type of business or service in which engaged). Unless the deceased was aged 75 or over the registrar should also ascertain the employment status (i.e. the position which that person holds in his or her occupation). Guidance on the kind of information that is needed is given in Appendix 4. It must, however, be made clear to every informant that information of employment status and any additional information about occupation other than that recorded in the register is not required by law to be given and that it is therefore requested on a voluntary basis only. It should be further explained that, if given, the information may be used confidentially in identifiable form by the Registrar General and researchers approved by the Registrar General for statistical analysis. If the information is refused the matter must not be pressed.

35. Where a person's occupation is recorded in the death entry, full details of that occupation are needed for statistical purposes unless the deceased was aged 75 years or over. Usually the description which is entered in the register will need to be qualified by further details in boxes G and H of the Form 310.

36. Where the deceased was unemployed or had been unable to work through ill health or disability, the last full-time occupation should be recorded. The term 'unemployed' should not be used in the entry.

37. Retired people should be described by their last full-time occupation followed by the word 'retired', e.g. staff nurse (retired).

38. Where an informant to a death entry asks for an occupation to be recorded as 'Housewife/Househusband', 'Home duties' or similar this may be recorded. However, where the person in question was in gainful occupation for most of their life details of that occupation, with the informant's agreement, and subject to the instructions on collection and disclosure of voluntary information for statistical purposes outlined at paragraph 34, should be recorded in boxes G and H.

39. Where the deceased or the parents of the deceased are peers or other titled people the details entered should be in accordance with the informant's wishes but, if advice is sought, it may be suggested that the name and family surname could be entered with the name, and the title in the space for occupation. If the informant prefers to have the title with the name it would be appropriate to enter the words 'Peer of the Realm' for occupation. If a Peer holds any Order of Knighthood or public office or follows any occupation this should also be entered in accordance with the information given to the registrar.

[RSS draft - to insert a title after the surname the Auto-caps button on the Button Bar should be changed to 'off'. After inserting the title, 'tab' out of the surname field and then change the Auto-Caps button back to 'on'].

40. On the basis of the information given, the registrar should agree with the informant on a description which is accurate but simple, and should enter this in space 6. A registrar must never enter in the register a description which the informant considers to be inappropriate, nor should he/she delay registration solely because the informant has given incomplete information about the occupation.

41. If an informant objects to giving full information and the deceased was under 75 years of age it should be explained to him/her that it is necessary to have an accurate description in the register and that in accordance with the instruction in paragraph 34 any additional information will be used only for compiling statistics of deaths associated with different occupations, which are of great value in medical and social research. If he/she persists in objecting, the registrar should not press the matter further.

42. In the lower part of space 6 the registrar must enter the deceased's usual address whether or not this is the same as the place of death entered in space 1.

43. A hotel, boarding house, hospital or similar institution should not be regarded as the usual address unless the place where the deceased person normally resided previously could no longer be regarded as his/her usual address, e.g. because he/she had lived in the hotel or hospital for a long time, because he/she was a resident employee there or because he/she had no more permanent residence elsewhere.

44. The address to be entered is the full postal address. An institution for which an alternative address has been authorised should, however, always be described by that alternative address.

[RSS draft - the two parts of the postcode should be separated with a space, e.g. P015 5RR].

45. The usual address abroad of a person who dies while visiting this country and of a member of the armed forces of a Commonwealth or a foreign country should be recorded.

46. The official station of a member of HM Forces should be regarded as his/her usual address.

Space 7 (Name and qualification of informant)

47. In space 7 the registrar must enter the informant's name and surname, qualification and full postal address.

[RSS draft - to insert a surname which includes lower case letters, e.g. Mac, The Auto-Caps button on the Button Bar should be changed to 'off'. After inserting the surname, 'tab' out of the surname field and then change the Auto-Caps button to 'on'].

48. Where the informant is a relative of the deceased, the qualification should be entered as the relationship of the informant to the deceased, e.g. 'Widow of deceased', 'Brother-in-law', 'Son', etc. The words 'Present at the death' should be added where applicable.

[RSS draft - if the relative was present at the death select option 1 in the list of qualifications otherwise select

option 0].

49. The qualification of an informant who is not a relative of the deceased should be described in accordance with the information obtained by the registrar, i.e. 'Present at the death', 'Who found the body', 'Occupier', 'Inmate', 'Causing the body to be buried', 'Causing the body to be cremated', 'In charge of the body' or 'Causing the disposal of the body'. The last description should be used exceptionally, only if an informant, not otherwise qualified, is uncertain at the time of registration whether the body is to be buried or cremated. The chief resident officer of an institution should be described as 'Occupier'. Where the informant is a representative of the Social Services the address to be recorded in space 7 should be his/her work address.

Space 8 (Cause of death)

50. The cause of death must be recorded precisely as stated in the medical certificate of cause of death, without any omission, addition, abbreviation or alteration, followed by the words 'Certified by

[RSS draft - the words "Certified by" are inserted automatically when the doctor's details are entered].

51. In copying the cause of death the registrar should include the figures and/or letters shown in the prescribed form of medical certificate of cause of death, e.g.

I	(a)	Broncho-pneumonia	or	(a)	Truncus arteriosus
	(b)	Operation		(b)	Hypoglycaemia
	(c)	Strangulated hernia		(c)	Diabetes
				(d)	Megaloblastic anaemia
II		Chronic nephritis			

[RSS draft - the system does not capitalise any letters.

Medical symbols can be recorded by clicking on the 'Med Sym' button on the Button Bar. The entry should be caution marked if the appropriate symbol is not available.

If there are more causes of death than the standard headings the Free format box should be used].

52. If the registrar is uncertain of the spelling of any name appearing in a medical certificate he/she should try to identify it in the booklet, 'Alphabetical guide to terms used in the certification of causes of death', Form 160. Failing identification from this source, he/she should enquire of the certifying practitioner.

Particulars under the Population (Statistics) Act

53. The Population (Statistics) Act 1938 authorises the collection at registration of certain particulars from which statistical analyses are compiled. Because these particulars are of a personal nature, they are not entered in the register but are recorded solely on the draft entry Form 310, and they are always to be treated as confidential.

54. Anyone disclosing any of the particulars obtained except for the purposes of the Act is liable to a heavy penalty. So that the public will be aware of the requirements of the Act and the safeguards against irregular disclosure of information, a notice is provided (Form 173) which must be prominently exhibited in the office of every superintendent registrar and registrar of births and deaths, and in any waiting room used by informants. To guard against accidental disclosure, precautions to ensure that the interview is not overheard must be strictly observed.

55. No authorised person should in any circumstances be allowed access to any completed or partially completed Form

310. No part of the confidential particulars may be copied or made use of or given or sent to any person except on the authority of the Registrar General. Registration officers should make sure that their deputies and clerical assistants fully appreciate the confidential nature of the particulars and are aware of the heavy penalties to which anyone is liable who discloses information obtained for the purposes of the Act, except so far as may be necessary for his/her duties under the Act.

56. If in any case, the informant is genuinely unable to supply any particulars asked for, the registration officer should write the letters 'NK' (*not known*) in the appropriate space.

[RSS draft (Confidential Particulars) - if the marital status is not known select option 5 from the marital status box. If the date of birth of spouse is not known the field should be left blank. Box Z should be used to record the fact that the date of birth is not known. Information can be added later by selecting the 'Amend stats details' facility from the Deaths menu].

57. Whenever necessary, for example if an informant shows reluctance to give the particulars, the registration officer should assure the informant that the facts will be treated in the strictest confidence and used solely for the preparation and supply of statistical information by the Registrar General.

58. If an informant refuses to supply any of the information although it is clearly within his/her knowledge, the registration officer should, after explaining the position in accordance with the above, warn him/her that the information is required by law and that any refusal has to be reported to the Registrar General. If the informant persists in his/her refusal the registration officer should try to discover any reason for the refusal but the informant should not be asked to make a written statement. The registration officer should write in the relevant space of Form 310 'information refused', and send a report to the General Register Officer (General Section) with a copy of the form. The registration must not be held up in any way because of a refusal to supply the confidential particulars.

[RSS draft (Confidential Particulars) - The appropriate field (s) should be left blank. Box Z should be used to record the fact that the information was refused].

59. The informant is required, pursuant to the Act, to give the particulars for any death of a person aged 16 or over, which is first registered within 12 months from the date of occurrence. Therefore in the case of:

- (a) any death of a child under 16 years of age;
- (b) any death which occurred more than 12 months previously;
- (c) any death registered on the authority of a coroner's certificate after inquest, there being no informant (but see below); or
- (d) any re-registration of a death on the authority of, or by direction of, the Registrar General (the particulars normally having been ascertained at the original registration);

the registration officer should not ask the relevant questions and should strike through the 'confidential particulars' section of the form, except for a death registered after inquest. In the latter case the particulars should be copied from the relevant parts of the coroner's certificate after inquest or the coroner's certificate after inquest adjourned. If they do not appear on the coroner's forms and are not readily available from any other source, the letters 'NS' (*not stated*) should be entered on the Form 310.

[RSS draft (Confidential Particulars) - the appropriate field(s) should be left blank. Box Z should be used to record the fact that the information was not stated].

60. The required particulars for a death are:

(a) whether at the date of death the deceased was single, married, widowed or divorced (where the status of the deceased is in doubt the last known fact should be recorded); and

(b) if married, the date of birth of the deceased's widow or widower.

[RSS draft (Confidential Particulars) - the date of birth should be entered in the format ddmmyyyy or dd/mm/yyyy. If the full date of birth is not known click on the Partial Date button and enter as much of the date of birth as is known].

Additional particulars

61. The registrar should ask for the additional statistical information required to be entered, either on computer and/or on the reverse of Form 310 as follows:

(a) **Box B. Additional information about cause of death.** It should be indicated by ticking as appropriate the box marked 'Yes' or 'No' whether an enquiry form has been despatched in accordance with instructions set out below:

(i) Where the certifying medical practitioner has indicated, either by initialling statement B on the back of the medical certificate of cause of death or by ringing 2 on the front that additional information may be available later, the registrar should complete a Form SD17A after the death has been registered. The form should be sent to the certifying medical practitioner (or, if named on the medical certificate, to the consultant, where the death occurred in a hospital) enclosing a reply paid envelope (Form SDA RSE) addressed to ONS, Titchfield. The box marked 'Yes' should be ticked in box B when the form is sent.

[RSS draft (Investigations) - enter Y or N for yes or no].

In the case of a medical certificate of cause of death of a live-born child dying within twenty-eight days of birth, the registrar should NOT complete or despatch a Form SD17A. The box marked 'No' should be ticked in box B and the words 'PM Information' entered in box Z.

(ii) Where a coroner's notification that he/she does not intend to hold an inquest indicates that a histological or bacteriological examination is to be made, the registrar should complete a Form SD18C after the death has been registered. The form should be sent to the coroner enclosing a reply paid envelope (form SDA RSE) addressed to ONS, Titchfield. The box marked 'Yes' should be ticked in box B. However, as in paragraph (i) above, in the case of a live-born child dying within the first twenty-eight days of life, the registrar should NOT complete or despatch a form SD18C. The box marked 'No' should be ticked in box B, and the words 'PM Information' entered in box Z.

(b) **Box D. Communal Establishment.** Where the draft entry is to be completed manually and the death occurred in a communal establishment which is not shown on the registrar's Schedule of Communal Establishments the type of communal establishment, e.g. part III accommodation, private nursing home, etc. should be entered. Where the death occurred in a communal establishment already recorded on the registrar's list, box D should be noted 'ON LIST'.

Following registration a registrar should notify ONS of any new communal establishment in accordance with the instructions in Appendix 10.

(c) **Box E. Length of stay.** For all deaths in a communal establishment the registrar should ascertain the length of time between the date of admission and the date of death of the deceased, and the appropriate box '6 months or over' or 'Under 6 months' should be ticked. Sometimes the registrar may have discovered this information in determining the usual address, but if not, he/she should ask the informant, explaining that the

information will not be recorded in the register but will be used simply for statistical purposes. If no information is available about the deceased's length of stay in the communal establishment, the letters 'NK' (*not known*) should be entered.

[RSS draft (Statistics) - if the length of stay is not known select option 3. Information can be added later by selecting the 'Amend stats details' facility from the Deaths menu].

(d) **Box F. Title.** This box should be ticked where the deceased was a Peer or other titled person and the title (e.g. Lord, Sir, Countess) has been entered in either space 2 as part of the name and surname or in space 6.

[RSS draft (Miscellaneous Details) - enter Y or N for yes or no].

(e) **Boxes G and H. Economic activity (where the deceased was under 75 years of age).** Particulars of occupation and industry in addition to what is to be entered in the register should, if obtained, be entered in box G. The employment status of the individual, if ascertained, should be shown by ticking the appropriate category box in box H. Guidance in this respect is given at Appendix 4 with the employment status categories shown at paragraph 19.

Boxes G (a) and H (a) relate to the deceased person or the mother where the deceased was under 16 years of age and boxes G (b) and H (b) to a deceased married woman's husband, deceased widow's late husband or the father where the deceased was under 16 years of age.

[RSS draft (Statistics) - insert any additional information in the industry field(s). Select from options 0-5 in the 'Employment Status' box by using the drop down menu or typing the relevant number. Information can be added later by selecting the 'Amend stats details' facility from the Deaths menu].

There is no statutory authority for asking the questions to determine employment status. It must be made clear to every informant that he/she is not obliged to supply this information.

(f) **Box J. Duration of illness.** The form of medical certificate of cause of death includes a panel in which the certifying doctor is asked to insert the appropriate interval between the onset of the disease and death. This information, which must not be entered in the register, should be entered in box J after the particulars to be registered have been checked by the informant. If the information does not appear in the certificate the letters 'NS' (*not stated*) should be entered.

[RSS draft (Duration of Illness) - where a duration has been recorded on the medical certificate insert the numeric value in the relevant 'Cause' box and select the appropriate unit value. If a word has been used to describe the duration click on the 'Duration' box. If there is no information concerning duration, leave the 'Cause' box as 'Not stated' and the 'Units' box as 'Unknown'].

(g) **Box M. Uncertified events.** Where the cause of death of a deceased person has not been certified by a registered medical practitioner, or by a coroner after post-mortem without an inquest, and an inquest has not been held, the word 'uncertified' should be entered.

[RSS draft (Medical Details) - the word 'uncertified' is inserted automatically when option D, 'Uncertified', is selected from the "Where is the medical information to come from?" box].

(h) **Box N. Confirmation by post-mortem.** It should be indicated by ticking the box marked 'Yes' or 'No' as appropriate, whether the medical certificate of cause of death, the coroner's certificate after inquest, or notification of no inquest, as the case may be shows that the cause of death has been confirmed by post-mortem examination.

[RSS draft (Medical Details) -enter Y if the medical certificate shows that the cause of death takes account of information obtained from a coroner's post-mortem. The system automatically inserts this information where the cause of death is taken from a Coroner's Form 100B or inquest document].

(i) **Box O. National Health Service Number.** The NHS number of the deceased should be entered in box O on the front of the form if it can be obtained from the informant or from the deceased's medical (or identity) card. Any cards surrendered should be destroyed as confidential waste after the informant has left the registrar's office

(j) **Postcode Box.** This box is provided for the entry of the postcode for the usual address of the deceased person. The postcode should be entered in the upper spaces only with one character being entered in a single space. The first part of the postcode consisting of between 2 and 4 characters, must be entered in the upper spaces to the left of the shaded area; the second part, consisting of 3 characters must be entered in the upper spaces to the right of the shaded area, eg

CM1 2AA

C	M	1			2	A	A

The informant should be asked whether he/she can supply the postcode, but should not be put to any trouble to obtain it. If it cannot be obtained the postcode box may be left blank.

[RSS draft - the postcode is inserted as part of the deceased's address in space 6].

(k) **Box Q. Age.** The registrar should ascertain from the informant the age of the deceased person and enter it, in years, in box Q on the front of the form. If under 1 year the age should be entered as '.... Months', or if under 4 weeks, as 3, 2, 1 or 0 weeks. Registrars are asked to ensure that the information recorded in box Q is consistent with the dates of death and birth of the deceased.

[RSS draft - when the deceased's date of birth is entered, the system automatically displays the age in either completed years, months or weeks. However, where a partial date of birth or death is entered the age has to be calculated and input together with a code (1, 2 or 3) to identify whether the age is in years, months or weeks].

(l) **Box R. Date last seen alive.** The date when the certifying doctor last saw the deceased alive, as shown on the medical certificate of cause of death should be entered in box R.

[RSS draft (Medical Details) - the date should be entered in the format ddmmyyyy or dd/mm/yyyy].

(m) **Box S. Whether deceased seen or not seen after death.** The medical certificate of cause of death provides for the doctor to state whether or not the deceased was seen after death by a medical practitioner. It should be indicated by ticking the appropriate box in box S whether:

- (a) the deceased was seen after death by the certifying doctor; or

(b) the deceased was seen by another medical practitioner but not the certifying doctor;
or

(c) the deceased was not seen after death by any medical practitioner.

(n) **Box T. Deaths reported to the coroner.** If the death was reported to the coroner by the certifying doctor (statement 4 on the front of the medical certificate/box A on the reverse) or by any person other than the registrar, this should be indicated by ticking the box marked '1'. If the death was reported to the coroner by the registrar, the box marked '2' should be ticked.

(o) **Box U. Consultant's name.** Where a death occurs in hospital and the medical certificate gives the name of the consultant, this should be entered in box U. If not stated on the certificate, the letters 'NS' (*not stated*) should be entered.

[RSS draft (Medical Details) - the first letter entered is automatically converted to upper case when the 'tab' key is pressed].

(p) **Box W. Employment contributing to death.** The medical certificate of cause of death incorporates a box for the certifying doctor to tick, thereby indicating that he/she believes the employment followed at some time by the deceased may have contributed to the death. Where the doctor has ticked this box on the medical certificate a tick should also be entered in box W.

[RSS draft (Investigation) - enter Y or N for yes or no].

(q) **Box Z. Miscellaneous.** Box Z is used for two purposes.

(A) The registrar should insert the note required where Form 310 is incomplete as follows:

(i) where a death is re-registered on the authority of the Registrar General or where a death is registered afresh on receipt of a coroner's certificate after inquest (see D6) the registrar should enter in box Z the words 'Previously registered on in register No. ... at entry No. ...',

(ii) where an entry in a register is inadvertently left blank the registrar must write in box Z in respect of the blank entry 'No. left blank' (or 'Nos. to left blank');

[RSS - not applicable. The 'Re-number entry' and 'Void/cancel entry' routines should be selected from the Deaths menu. Care should be taken to ensure that the entry/register numbers are entered correctly when using the 'Re-number entry' routine].

(iii) if an entry is discontinued but the death is registered in the next entry, the registrar should write the register number and entry number of the discontinued entry on a fresh Form 310 and add a note in box Z explaining why the entry was left incomplete. The number of the completed entry should be written on the original form; or

[RSS draft - not applicable. The 'Void/ cancel entry' routine should be selected from the Deaths menu].

(iv) if an entry has been made in a register and it is then found to relate to an event which occurred in another sub-district, the registrar should write in box Z 'occurred in sub-district'.

(B) The registrar should enter the words 'PM information' in box Z in the following circumstances:

(i) where, in respect of a child who dies within the first 28 days of life, the certifying practitioner has initialled statement B on the back of the medical certificate of cause of death or has otherwise indicated that information from a post-mortem examination may be available later.

(ii) where a coroner's notification that he does not intend to hold an inquest indicates that a histological or bacteriological examination is to be made.

[RSS draft (Investigations) - the registrar should answer Y to the question "Additional details sought?" if (i) or (ii) apply].

RSS draft (Miscellaneous Details) - the registrar must indicate whether the deceased was born within England and Wales. This information is required to meet stats processing needs at ONS Titchfield].

Checking and signing Form 310

62. The particulars set out above should be recorded in the section provided on Form 310 and both sides of the form shown or read to the informant. In manual offices, if for any reason, the registrar cannot enter the particulars required in any of spaces 1-8 he/she should draw a line through the space(s) before the informant is asked to check the information. Any error or omission may be corrected by striking out and adding the correct particulars, initialled by the registration officer. Any apparent discrepancy between the confidential particulars and the particulars to be registered, or among the confidential particulars themselves should as far as possible be resolved.

63. In offices using RSS the Form 310 containing the particulars to be registered may be printed or the screen may be shown or read to the informant, together with the statistical information entered on the computer. The printed Form 310 must be destroyed as confidential waste after use.

64. The registrar should then invite the informant to sign the form in space 9. Where the informant's signature is difficult to read the registrar may add a note, in brackets, of what the signature is. In manual offices if the informant neglects to sign the draft the registrar may subsequently copy the signature from the register onto the form.

[RSS draft (Signature Details) - the words "The mark (or signature) of" can be inserted by clicking on the 'Mark of' or 'Signature of' button on the Action Bar - see paragraph 71].

65. The registrar should also enter the date of registration in space 10 of the form, writing the day of the month and the month in words and the year in figures. Where the words 'On the authority of the Registrar General' are to be included in space 10 of the entry, these words should also be recorded in this space on the draft entry. The registrar should then sign the form in space 11 and add his/her official description.

[RSS draft (Signature Details) - this information is inserted automatically]

66. The extraction disks/Forms 310 (manual districts) must be despatched weekly in the envelope provided (Form 314 RSE) to ONS, Segensworth Road, Titchfield, Fareham, Hants, PO15 5ZY accompanied by a contents slip (Form 312). If no death has been registered during the period to which the Form 312 relates, the word 'Nil' should be written in the box marked 'TOTAL ENTRIES'. despatch should be made without fail at close of registration each Friday or as early as possible on Saturday morning.

[RSS - select 'Weekly extract/returns' from the RSS Main Menu and then 'Weekly disc production'].

Making the entry in the register

67. Before making an entry in the register the registrar must enter the names of the district, sub-district and administrative area in the heading.

68. The particulars required to be registered should then be copied accurately from the draft entry and entered in the register.

Verification of particulars

69. Once the registrar has completed spaces 1-8 in the entry the informant must be asked to verify the details that have been entered. Before the informant examines the entry the registrar must explain that any error discovered at this stage can be corrected at once, but that if it is discovered later it may not be possible to correct it without considerable inconvenience and possibly expense. When an error is to be corrected, the correction must be made only in accordance with the procedures set down by law (see C1.1).

70. The informant must on no account be asked to sign the register before particulars have been inserted in spaces 1 to 8, and those in spaces 1 to 7 have been verified by the informant. If the informant is illiterate the details should be read over to him/her and if necessary clearly explained by the registrar, who should also check every detail.

Signing the register

Space 9 (Signature)

71. The informant must sign the entry in his/her usual signature or, if unable to write, make his/her mark. The registrar should always try to get the informant's signature in preference to his/her mark, an indifferent or even bad signature being preferable to a mark. But if the informant signs by a mark or in characters other than those used in the English language, the registrar must write beside the mark or other characters 'The mark (or signature) of' and insert the name of the person.

72. If the informant's signature is difficult to read, the registrar may make a pencil note of what the signature is, in the vertical margins of the register (not correctional space at the foot of the page).

Spaces 10 and 11 (Signature, etc of registrar)

73. Before signing the entry, the registrar must enter in space 10 the date of registration, writing the day of the month and the month in words and the year in figures.

74. The registrar must sign in space 11 and add his/her official designation.

Issue of certificates

75. Whenever possible any certificates applied for at the time of the registration of the death must be issued at once. Where a registrar is unable to prepare and issue all the required certificates without causing serious delay and inconvenience to other informants, he/she must issue at least one certificate and with the agreement of the informant, arrange for the remaining certificates to be collected later or sent by first class post at the end of the day's business.

76. Where an informant asks for more than one death certificate of the type issued under certain Acts of Parliament the registrar should advise him/her in accordance with Certificates 2.25 before complying with the request.

Other administrative duties

77. Having registered a death the registrar must ensure that any necessary advice leaflets are given to the informant, that duties to the National Health Service are completed and all necessary returns are made (see D10). Where the local authority is participating in a scheme to enable information about recently deceased persons to be removed from mailing lists, registrars should make available to informants the information packs, postcards or pre-printed letters, as appropriate, for completion. There is no obligation on informants to provide details of the deceased to any company although their services are likely to be helpful. Registrars may assist an informant who needs help in completing a card or letter where necessary. Where the local authority is not participating in such a scheme and relatives express concern about receiving unsolicited mail for someone who has died, registrars should explain that it is possible to have the deceased's name removed from the computer lists by writing to Mailing Preference Service, Freepost 22, London W1E 7EZ. However, relatives should be made aware that it can take from 3 to 6 months for the name to be cleared from lists and the name could remain on the lists of small companies and organisations.

D3 Registration of a death within 12 months without reference to the coroner

Examples

1. **Parents' details in space 6 (D3.29).**



D3EXAM~2.PDF

2. **Place of birth outside United Kingdom (D3.25).**
Informant widower, also present at death (D3.48).



D3EXAM~1.PDF

3. **Deceased lived less than 24 hours (D3.53).**
Parents' details in space 6 (D3.29).
Informant father, also present at death (D3.48).



D3EXAM~3.PDF

4. **Only month and year of birth known (D3.22(b)).**
Deceased's late husband's details in space 6 (D3.32(a)).
Informant 'causing the body to be buried' (D3.49).



D3EXAM~4.PDF

5. **Death on the way to hospital (D3.7).**
Only approximate year of birth known (D3.22(d)).
Place of birth unknown (D3.26).



D36815~1.PDF

D3 - Example 1

DEATH		Entry No. 64
Registration district <i>North Devon</i>		Administrative area <i>County of Devon</i>
Sub-district <i>North Devon</i>		
1. Date and place of death <i>Third April 1998</i> <i>North Devon District Hospital, Barnstaple</i>		
2. Name and surname <i>Laura Jane SIMPSON</i>		3. Sex <i>Female</i>
		4. Maiden surname of woman who has married
5. Date and place of birth <i>23rd March 1998</i> <i>Barnstaple, Devon</i>		
6. Occupation and usual address <i>Daughter of Stuart Kenneth SIMPSON mechanical engineer</i> <i>and Penelope Jane SIMPSON legal secretary</i> <i>214 Stonebury Avenue, Muddiford Barnstaple, Devon</i>		
7.(a) Name and surname of informant <i>Penelope Jane SIMPSON</i>		(b) Qualification <i>Mother</i>
(c) Usual address <i>214 Stonebury Avenue, Muddiford Barnstaple, Devon</i>		
8. Cause of death a. <i>Intraventricular haemorrhage</i> b. <i>Coliform septicaemia</i> c. <i>Placental abruption</i> d. <i>Emergency lower segment caesarian section for abruption</i> <i>Certified by S Banks MD</i>		
9. I certify that the particulars given by me above are true to the best of my knowledge and belief		<i>Penelope Simpson</i> Signature of informant
10. Date of registration <i>Seventh April 1998</i>		11. Signature of registrar <i>L</i> Registrar

D3 - Example 2

DEATH		Entry No. 198
Registration district <i>Birmingham</i>		Administrative area <i>Metropolitan District of Birmingham</i>
Sub-district <i>Birmingham</i>		
1. Date and place of death <i>Tenth June 1998</i> <i>10 Cannon Hill Road, Birmingham</i>		
2. Name and surname <i>Swaran KAUR</i>		3. Sex <i>Female</i>
		4. Maiden surname of woman who has married <i>KAUR</i>
5. Date and place of birth <i>11th July 1939</i> <i>India</i>		
6. Occupation and usual address <i>Wife of Chanan SINGH</i> <i>Bodymaker (Car manufacturers)</i> <i>10 Cannon Hill Road, Birmingham</i>		
7.(a) Name and surname of informant <i>Chanan SINGH</i>		(b) Qualification <i>Widower of deceased,</i> <i>present at the death</i>
(c) Usual address <i>10 Cannon Hill Road, Birmingham</i>		
8. Cause of death <i>(a) Puerperal eclampsia</i> <i>Certified by Robert Jones, MRCS</i>		
9. I certify that the particulars given by me above are true to the best of my knowledge and belief		Signature of informant
<i>C Singh</i>		
10. Date of registration <i>Twelfth June 1998</i>	11. Signature of registrar <i>R G Jorship, Registrar</i>	

D3 - Example 3

DEATH		Entry No. 143
Registration district <i>Exeter</i>	Administrative area <i>County of Devon</i>	
Sub-district <i>Exeter</i>		
1. Date and place of death <i>Twenty-seventh January 1998 Aged 6 hours Royal Devon and Exeter Hospital, Heavitree, Exeter</i>		
2. Name and surname <i>James David CARTER</i>		3. Sex <i>Male</i>
		4. Maiden surname of woman who has married
5. Date and place of birth <i>26th January 1998 Exeter Devon</i>		
6. Occupation and usual address <i>Son of David William CARTER, Security Guard, and Norma June CARTER 4 Meadow Way, Crediton, Devon</i>		
7.(a) Name and surname of informant <i>David William CARTER</i>		(b) Qualification <i>Father, present at the death</i>
(c) Usual address <i>4 Meadow Way, Crediton, Devon</i>		
8. Cause of death <i>a. Congenital toxoplasmosis b. Maternal toxoplasmosis infection c. Rhesus isoimmunisation</i> <i>Certified by A McAlister MB BS</i>		
9. I certify that the particulars given by me above are true to the best of my knowledge and belief		<i>D W Carter</i> Signature of informant
10. Date of registration <i>Twenty-ninth January 1998</i>		11. Signature of registrar <i>E Miller, Registrar</i>

D3 - Example 4

DEATH		Entry No. 117
Registration district <i>Bexley</i>	Administrative area <i>London Borough of Bexley</i>	
Sub-district <i>Bexley</i>		
1. Date and place of death <i>Third June 1998</i> <i>Flat 7, 24 Lesney Court, Erith</i>		
2. Name and surname <i>Caroline Mary JENKINS formerly known as</i> <i>Caroline Mary JOHNS</i>		3. Sex <i>Female</i>
		4. Maiden surname of woman who has married <i>DUNN</i>
5. Date and place of birth <i>August 1912</i> <i>Maidstone Kent</i>		
6. Occupation and usual address <i>Widow of John JOHNS, Administrative Officer, Department of Trade and Industry,</i> <i>2 Mead Row, Margate Kent</i>		
7(a) Name and surname of informant <i>Thomas JENKINS</i>		(b) Qualification <i>Causing the body to be buried</i>
(c) Usual address <i>10 Oakwood Road Barnet, Hertfordshire</i>		
8. Cause of death <i>I(a) Carcinoma of liver</i> <i>(b) Carcinoma of rectum (excised)</i> <i>Certified by Karen Smith, MB</i>		
9. I certify that the particulars given by me above are true to the best of my knowledge and belief		<i>Thomas Jenkins</i> Signature of informant
10. Date of registration <i>Fourth June 1998</i>	11. Signature of registrar <i>Kevin Jones, Registrar</i>	

D3 - Example 5

DEATH		Entry No. 5
Registration district <i>Bury</i>	Administrative area Metropolitan District of Bury	
Sub-district <i>Bury</i>		
1. Date and place of death Thirtieth March 1988 <i>Bury</i> on the way to Fairfield General Hospital, Bury		
2. Name and surname Agnes POPE		3. Sex <i>Female</i>
		4. Maiden surname of woman who has married <i>BISHOP</i>
5. Date and place of birth About 1935 _____		
6. Occupation and usual address Radiographer 8 Lodge Crescent, Rochdale, Greater Manchester		
7.(a) Name and surname of informant Heather PRIESTLEY		(b) Qualification <i>Niece</i>
(c) Usual address 8 Lodge Crescent, Rochdale, Greater Manchester		
8. Cause of death I(a) Ca cervix carcinomatosis Certified by G R Lock MB		
9. I certify that the particulars given by me above are true to the best of my knowledge and belief		Signature of informant
H Priestley		
10. Date of registration First April 1988	11. Signature of registrar J B Wright, Registrar	

D4 Reference to the coroner

	Paragraph
General	1-9
Death resulting from an injury, etc	10-23

D4 Reference to the coroner

General

1. Where a registrar is informed of a death and any of the circumstances below apply, he/she must report the death to the coroner on Form 52:
 - (a) where the deceased was not attended during his/her last illness by a medical practitioner; or
 - (b) where the registrar has been unable to obtain a duly completed certificate of cause of death; or
 - (c) where it appears to the registrar, from the particulars contained in the medical certificate or otherwise, that the deceased was seen by the certifying medical practitioner neither after death nor within 14 days before death; or
 - (d) where the cause of death appears to be unknown; or
 - (e) where the registrar has reason to believe the death to have been unnatural or to have been caused by violence or neglect, or by abortion, or to have been attended by suspicious circumstances; or have been
 - (f) where the death appears to the registrar to have occurred during an operation or before recovery from the effect of an anaesthetic; or
 - (g) where the death appears to the registrar from the contents of any medical certificate to have been due to industrial disease or industrial poisoning.
2. The form of Report to Coroner supplied to registrars (Form 52) has a counterfoil attached on which the registrar should keep a record of the facts of the case. A leaflet, 'The work of the Coroner' should be issued to an informant to explain the purpose of reporting the death to the coroner. Supplies of this leaflet can be obtained from the Home Office, D Division, Room 1183, 50 Queen Anne's Gate, London SW1H 9AT.
3. It sometimes happens, particularly in the case of the death of a newly born child that a medical practitioner signs a certificate of cause of death without having attended the deceased when alive. Where it appears from a certificate of cause of death that the medical practitioner who signed it did not attend the deceased person during his/her last illness, the registrar should find out whether the deceased was attended by another registered medical practitioner who can give a certificate. If so, that practitioner should be asked to issue a certificate but, if not, the case is one which falls within paragraph 1(a) above.
4. Similarly, if a provisionally or limited registered medical practitioner (see D2.2) signs a certificate of cause of death otherwise than in the course of his/her duties at an approved institution and no other registered medical practitioner was in attendance on the deceased during his/her last illness the death must be reported to the coroner.
5. If a medical practitioner indicates in Part I of the medical certificate by the use of 'probably' or by a question mark that there is some doubt about the cause of death, the registrar should regard the case as one where the cause is unknown and report the death to the coroner. However where a medical practitioner positively identifies the cause of death in Part II but indicates that he is in some doubt only about the site or that the site is unknown (for example, a malignant disease, site of primary unknown), the death need not be regarded as one where the cause is unknown. If the medical practitioner has indicated in Part II of the certificate that he/she has some doubt about the conditions contributing to the death, the death need not be reported to the coroner for that reason alone. The death must be reported to the coroner if there is any indication in Parts I or II of the certificate that any of the circumstances detailed in paragraph 1 (e)-(g) are applicable.

6. Modes of dying do not, on their own, positively identify a cause of death. If all the information recorded in Part I of the cause of death panel on a medical certificate takes the form of a mode of dying rather than a cause of death, the death should be regarded as one where the cause is not known and should be reported to the coroner. If, however, the mode of dying is supported by a cause of death, the death is only reportable if the remaining cause would have been reported in the absence of the mode of dying. In any case where the mode of dying appears to the registrar to be inconsistent with the other information recorded, advice should be sought from the General Register Office (General Section). A list of statements which imply a mode of dying rather than a cause of death is contained in Appendix 11A.

7. The inclusion of the term 'smoking' in either Part I or Part II of the certificate is acceptable if supported by a medical cause of death. The death need not be referred to the coroner unless the term 'smoking' appears alone on the certificate or there is some other reason for doing so.

8. A death certified as due to AIDS or with a mention of HIV infection or HIV - (sero) positivity is normally to be considered as a death from natural causes. Such a death should therefore not be referred to the coroner under Regulation 41(1)(d) as 'unnatural'. If there is some other reason for referral of the death to the coroner, then the death should be referred as usual. Please see the guidance issued to doctors in July 1996 (*Death certification and referral to the coroner*).

9. The medical certificate incorporates a box for the certifying medical practitioner to tick if he/she believes that the employment followed at some time by the deceased may have contributed to the death. Where the box has been ticked the death must be referred to the coroner. If the doctor has indicated on the certificate that he/she has already reported the death to the coroner (statement 4 on the front of the certificate/box A on the reverse) the registrar must defer registration until he/she has received a coroner's certificate. If there is no indication on the certificate that the doctor has reported the death, then the registrar should refer it to the coroner. If there is no tick in the tick box but there is any other reason to believe that the death was due to industrial disease or industrial poisoning (see paragraphs 11, 14, 16 and 17), it remains the duty of the registrar to report the death to the coroner (unless the doctor has indicated on the certificate that he/she has already done so).

Death resulting from an injury, etc

10. The terms of paragraph 1(e) cover, with the exceptions mentioned in paragraphs 12 and 14, all forms of injury, ill-treatment, starvation or poisoning, whether death results directly or indirectly, eg following an operation necessitated by injury or as a result of infection of a wound.

11. Tetanus is almost always the result of an injury and any case where it appears on the medical certificate should be reported. Blood poisoning and septicaemia may be due to injury or, less commonly, industrial disease and should be reported if they appear alone on the medical certificate as well as in cases where they appear in association with an injury.

12. The death of any newly born child which is certified by a doctor as due to birth injury should be referred to the coroner, but if such a death is certified as due to asphyxia pallida; asphyxia livida, asphyxia neonatorum, tentorial tear or intracranial haemorrhage, it is not to be regarded for that reason alone as unnatural. Such cases should be referred to the coroner only if:

- (a) the coroner has requested that they should be, or
- (b) it is represented to the registrar that death resulted from an accident, violence or neglect, or
- (c) there are suspicious circumstances, or
- (d) a circumstance listed at 1 above other than 1(e) above applies.

13. The term 'injury' includes burns, scalds, choking or other effects of foreign bodies, suffocation, concussion, contusion, cut, drowning, effects of heat or cold (hyperthermia and hypothermia), sunstroke, lightning, electricity, electric

shock, fracture (other than pathological fracture), wound, etc. Injury includes any condition described on the medical certificate as 'trauma' or 'traumatic'.

14. The term 'poisoning' includes industrial poisoning and food poisoning, but blood poisoning should not be reported except in accordance with paragraph 8. Medical terms used to describe some forms of industrial poisoning are listed in Appendix 11.

15. Deaths occurring during an operation before recovery from the effect on operation necessitated by injury should be reported to the coroner. Deaths which follow an operation necessitated by a natural illness need not be reported unless the cause of death is attributable to an unrelated incident which arose during the operation or because of the administration of the anaesthetic. Operations are often referred to on medical certificates by terms ending in atomy, -ostomy, or -ectomy.

16. Appendix 11 also includes some of the medical terms which are likely to be used to describe industrial disease. If a death from any disease which is listed in this Appendix as an industrial disease of the lungs is expressly certified as 'non-industrial', it need not be reported to the coroner.

17. Some forms of hepatitis are likely to be of an occupational nature. In any case where hepatitis appears on the medical certificate and the deceased was a medical or dental worker, the death should be reported to the coroner. However, where a medical certificate shows 'hepatitis B', 'hepatitis B surface antigen', 'serum hepatitis' or 'viral hepatitis', the death should be reported irrespective of the deceased's occupation.

18. Where it appears to the registrar from the information before him/her that the deceased person was connected with a visiting force (see D8) any report made to the coroner should include the information.

19. Where the registrar has reason to believe, with respect to any death of which he/she is informed or in respect of which a certificate of cause of death has been delivered to him/her, that the circumstances of the death were such that it is the duty of some other person or authority to report the death to the coroner, he/she shall satisfy himself/herself that it has been reported. The registrar must wait for the coroner's decision before registering the death.

20. In the case of deaths or persons under legal detention, certain persons or authorities have a legal duty to inform the coroner. The duty to inform the coroner remains in certain cases where the deceased was temporarily absent from the institution in which he/she was normally resident.

21. The registrar must not register any death which he/she has reported to the coroner, or which it is the duty of any other person or authority to report to the coroner, or which has been reported to the coroner, until he/she has received a coroner's certificate or a notification that the coroner does not intend to hold an inquest.

22. Statement 4 on the front of the medical certificate and box A on the reverse of the certificate provide the means by which the certifying medical practitioner may notify the registrar that the practitioner himself/herself has reported the death to the coroner. If the practitioner has indicated at either one or both places that he/she has done so, the registrar must defer registration until he/she has been informed of the coroner's decision.

23. If the coroner decides not to hold an inquest, the registrar should always try to get the coroner's decision in writing. Coroners are supplied with forms for the purpose. When the registrar cannot obtain a written notification from the coroner he/she should make a memorandum to this effect and keep it with the notifications for the quarter.