H. Biffen & Sons Ltd.
INDEPENDENT FAMILY FUNERAL DIRECTORS
Est. 1920
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INFORMATION TO HELP YOU REGISTER

You can register anywhere in the same county of passing.

For an Appointment contact: Somerset Registrar who hold the diary for the whole of Somerset. Please call 01823 282251

- Taunton
- Chard
- Williton
- Minehead
- Bridgwater
- Frome
- Yeovil
- Shepton Mallet
- Burnham-on-Sea (Tue & Fri)
- Glastonbury

Alternatively, you can also book an appointment by visiting ***www.somerset.gov.uk*** and following the instructions.

In order to assist you in relation to the Registration of a Death, listed below are a number of points of guidance outlining the information which you will be required to have available at the time of registration.
These have been divided into three sections.

General Information

Registration must be carried out in the county the death occurred. The doctors certificate will go from the GP to the medical examiner. The medial examiner will contact the next of kin who is registered with their GP. They will ring a maximum of 3 times. The reason for the call is for you to ask any questions and make sure you understand your loved ones passing.

Once this has taken place all paperwork will be forwarded to the registrar and they will then be in touch by phone or email for your appointment.

Proof of Identification required (person who is registering) Information required by the Registrar

a The Date and Place of Death
b The Deceased's Usual Address
c The Deceased's Full Name, and Maiden Name if the Deceased was a woman who had been married
d The Date and Place of Birth including the Town and County, or Country if born abroad
e The Deceased's last known Occupation, and the Name and Occupation of the Spouse if the Deceased was married or a Widow/Widower
f Whether the Deceased was in receipt of a Pension or Allowance from public funds
g If the Deceased was married, the Date of Birth of the surviving Widow or Widower
h Last admittance to Hospital

Certificate the Registrar will issue

a A Green Certificate will be provided. You will be asked by the registrar for it to be sent to your Funeral Director and where the funeral will take place. Whether this will be a burial board, churchyard or crematorium. The form will be emailed directly to them, for the funeral to take place.
b A White Certificate of Registration for the Department of Health and Social Security
c Copies of Death for Insurance, Pension, Bank purposes etc.
Please work out how may you will need and add one more

Please remember to take Photo ID of yourself to register.

If you live away you can register by declaration. Please call your Local Registrar to arrange this.
This will take up to 3 days and your Death Certificates will be posted to you from Somerset.

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ORGANISATIONS TELL US ONCE WILL CONTACT

Tell Us Once will notify:

- HM Revenue and Customs (HMRC) - to deal with personal tax and to cancel benefits and credits, for example Child Benefit and tax credits
- Department for Work and Pensions (DWP) - to cancel benefits and entitlements, for example Universal Credit or State Pension
- Passport Office - to cancel a British passport
- Driver and Vehicle Licensing Agency (DVLA) - to cancel a licence, remove the person as the keeper of up to 5 vehicles and end the vehicle tax
- The local council - to cancel Housing Benefit, Council Tax Reduction (sometimes called Council Tax Support), a Blue Badge, inform council housing services and remove the person from the electoral register
- Veterans UK - to cancel or update Armed Forces Compensation Scheme payments
- Social Security Scotland - to cancel benefits and entitlements from the Scottish Government, for example Scottish Child Payment
- HMRC and DWP will contact you about the tax, benefits and entitlements of the person who died.

Tell Us Once will also contact some public sector pension schemes so that they cancel future pension payments. They'll notify:

- Armed Forces Pension Scheme
- NHS Pensions for NHS staff in England and Wales
- Scottish Public Pension Agency schemes for NHS staff, teachers, police and firefighters in Scotland
- Pension Protection Fund and Financial Assistance Scheme
- Local Government Pension Schemes (LGPS)

After you use Tell Us Once

To close or change the details of the person's financial accounts, you'll need to contact organisations like:

- Banks
- mortgage providers
- insurance providers
- companies that the person had contracts with, like utility companies, landlords or housing associations
- personal or workplace pension schemes, unless they're one of the public sector pension schemes that Tell Us Once contacts

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