

# Customer Information.

## How to register a death

The Registrar requires the following information and documents. The registration must take place in the area where the death occurred, (see the enclosed list of registration offices) and be registered by either a relative, executor, someone present at death, owner/matron of a nursing establishment or a person making all necessary arrangements and paying for the funeral.

**Please make an appointment at the appropriate Registrars Office and take the following information and forms with you.**

- Doctor's certificate of cause of death **or** Coroner's certificate of death.  
*The Funeral Director, GP or Hospital staff will advise you where and when to collect this certificate.*
- The Deceased's NHS Number (**if available**) and National Insurance Number
- The Deceased's birth and marriage or civil partnership certificates (**if available**)
- **A form of ID and Proof of address for the person who is registering the death.**

**The Registrar will ask you some questions.**

- The date and place of death
- The Deceased's last (usual) address
- The Deceased's Full names (including Maiden surname where appropriate)
- The Deceased's Date and Place of Birth
- The Deceased's last occupation and type of industry.
- Name and occupation of the Deceased's spouse or civil partner.
- Whether the deceased was receiving a pension or allowance from public funds.
- If the deceased was married or had formed a civil partnership, the date of birth of the surviving widow, widower or surviving civil partner

**IN RETURN FOR THIS INFORMATION THE REGISTRAR (Under normal circumstances) WILL ISSUE YOU WITH THE FOLLOWING ITEMS:-**

- **Certificate for Burial or Cremation.** Known as the Green Form. Hand this to the Funeral Directors as soon as possible or ask the Registrar to email it to us at [cogans@cogans.karoo.co.uk](mailto:cogans@cogans.karoo.co.uk)
- **Death Certificates.** Required to obtain the will and for any private pension claims, insurance policies, savings bank certificates and premium bonds. You must purchase originals, only a handful of organisations accept photocopies.

Death Certificates purchased during Registration cost £11.00 each. (Correct at January 2023)

You can purchase as many copies as you require.

Payment to be made to the Registrar at the time of Registration.



Proprietors: David & Lynda Cogan

**RONALD COGAN & SONS Ltd.**

*Funeral Directors*

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Registered in England & Wales No. : 4984525



Members of the National Association of Funeral Directors  
And the Society of Independent Funeral Directors.

## LIST OF LOCAL REGISTRARS OFFICES

**AN APPOINTMENT IS REQUIRED AT EVERY OFFICE LISTED**

Deaths have to be registered within 5 days of death and before the funeral can be arranged.

**If the death occurred inside the boundary of the East Riding of Yorkshire Council,  
You can register at the Office that is the most convenient for you.  
You cannot register the death at the Hull Office.**

<b>COTTINGHAM</b> Calls here may be transferred automatically to Beverley. Please specify Cottingham when making your booking	<b>Registration Office, Market Green, Cottingham, HU16 5QG</b> <b>01482 393565 or 393566</b> Monday to Thursday 9am to 4.30pm Friday 9am to 4pm (Closed 1 <sup>st</sup> Wednesday afternoon of each month)
<b>BEVERLEY</b>	<b>Registration Office, Walkergate House, Walkergate, Beverley, HU17 9EJ</b> <b>01482 393600</b> Monday to Thursday 9am to 4.30pm Friday 9am to 4pm, Saturday 9am to 12 Noon (Closed 1 <sup>st</sup> Wednesday afternoon of each month)
<b>POCKLINGTON</b>	<b>Registration Office, Burnby Hall, Pocklington, YO4 2QQ</b> <b>01759 303614 or 01482 393573</b> (Hull code is correct) Tuesday & Wednesday 10am to 12.30pm Thursday & Friday 10am to 12.30pm and 1.30pm to 3.00pm
<b>GOOLE</b>	<b>Registration Office, Council Offices, Church Street, Goole, DN14 5BG</b> <b>01482 393580</b> (Hull number is correct) Monday to Friday 10am to 12.30pm – 1.30pm to 4.00pm (Closed 3 <sup>rd</sup> Wednesday afternoon of each month)
<b>BRIDLINGTON</b>	<b>Registration Office, Town Hall, Quay Road, Bridlington YO16 4LP</b> <b>01482 393570</b> (Hull number is correct) Monday to Thursday 9.00am to 12.00pm – 1pm to 4.30pm Friday 9.00am to 12.00pm – 1pm to 4pm (Closed 2 <sup>nd</sup> Wednesday afternoon of each month)
<b>DRIFFIELD</b>	<b>Registration Office, 51 Manorfield Road, Driffield, YO25 5JE</b> <b>01377 254051</b> Monday 10am to 12.30pm, Wednesday 10am to 12 Noon, Friday 10am to 12.30pm
<b>HEDON</b>	<b>Registration Office, The Children's Centre, George Street, Hedon</b> <b>HU12 8JH</b> <b>01482 393600</b> Wednesday 10am to 12 Noon
<b>WITHERNSEA</b>	<b>Customer Service Centre, 234 Queen Street, Withernsea, HU19 2HH</b> <b>01482 393600</b> (Hull number is correct) Tuesday & Thursday 10am to 12 Noon

If the death occurred inside the Hull City Boundary, you can only register at the Hull Registration Office. You cannot register at any of the East Riding Council Offices.

<b>HULL</b>	<b>The Wilson Centre, 1 Alfred Gelder Street, Hull, HU1 2AG</b> <b>01482 300300</b> Monday to Friday 9am to 4pm
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