



**Application form to correct details on a
Death Registration**

Full guidance for completing this form can be found in the leaflet:

'How to apply for a correction to a death registration'

This can be obtained from any register office or from the General Register Office.

**This form should be used when applying for a correction to the General Register Office
You need to complete all sections of the form and then complete the checklist overleaf**

Your Name

Your contact details.

Please include address, telephone number and email address

Address:

Telephone number:

Email address:

Person's full name as stated on death certificate

Person's date of death as stated on death certificate

Your relationship to the person named on the certificate

See guidance leaflet, Section 4.

Details of the error(s) Please clearly explain in the boxes below what is **wrong** and what the **correct details are**

What is wrong :	What the correct details are :

Please give as full an explanation as possible of how the error occurred

I have enclosed a certified copy of the death certificate that needs correcting. *See guidance leaflet, Section 6*

YES NO

I have enclosed certified copies of suitably dated document(s) which show the correct information *See guidance leaflet, Section 6 & 7*

YES NO

I would like my certified copies back
See guidance leaflet, Section 7.

YES NO

I want to go to the register office to witness the correction being made OR
See guidance leaflet, Sections 5 & 8

I am happy for the correction to be made in my absence and I understand that the correction will be a note in the margin
See guidance leaflet, Sections 5 & 8

Please tick one box only

Please note: **before** certain types of corrections can be authorised, you may be asked to make a statutory declaration. The declaration must be signed by someone who legally can attest an oath. A fee may be charged for this service. If you need to make a declaration we will send a pre-worded form to you once your case has been assessed. See *guidance leaflet, Section 8*.

We aim to reply to your initial application within **10 working days**. However, if we ask you for more information or you need to send in more paperwork, you should expect each further reply to take up to **20 working days**. See *guidance leaflet, Section 9*.

Please include any further information you think may be relevant

Contact details of the person who registered the death (if not given overleaf)

Address:

Telephone No:
Email Address:

I declare that the information supplied is true to the best of my knowledge and belief and that the evidence enclosed is a true copy of the original documentation

Applicant's signature

Date:

Check list

I have filled in all sections of the form

I have included a certified copy of the death certificate that needs correcting

I have enclosed document(s) that show the correct information

For the purpose of detecting and preventing crime, information relating to an application may be shared and verified with other government departments or law enforcement agencies