

REGISTERING A DEATH



You must register a death within 5 days unless the Coroner is investigating the circumstances of the death.

Who can register the death?

To register a death you should preferably be either a relative or a person present at the death. Please contact us for information on who else can register the death.

Where can I register a death?

If the death took place in Leeds you can register at our main office in the City Centre One Stop at 2 Great George Street or at the following One Stop Centres:

Aireborough, Armley, Compton Centre, Dewsbury Road, Garforth, Morley, Otley, Pudsey, Reginald Centre, Rothwell, St George's and Wetherby.

The registrar will ask you for:

- the date and place of death
- the full name (and maiden name) of the person who has died, their date and place of birth, occupation and usual address
- the full name, occupation and date of birth of the person's spouse or civil partner
- whether the person who has died received a pension from public funds

It would also be helpful to bring identity documents to confirm the spelling of the deceased's name and the person registering the death.

Making an appointment

Ring (0113) 222 4408 (between 8.00am and 6.00pm) to make an appointment to register a death or for more information. You will need to have the medical certificate of cause of death issued by the doctor in order to make an appointment.

How long will it take?

We aim to offer you an appointment within 2 working days and to see you within 10 minutes of your appointment time.

Registering a death takes up to 30 minutes. If you arrive more than 15 minutes late for your appointment we may not be able to see you. **PLEASE ALLOW EXTRA TIME FOR YOUR APPOINTMENT IF YOU NEED TO FIND PARKING.** Your appointment may also be delayed if we need to refer the death to the Coroner.

**Leeds Register Office
Leeds City Centre One Stop
2 Great George Street
Leeds LS2 8BA**

Email: register.office@leeds.gov.uk

Website: www.leeds.gov.uk