



Application form to correct the details on a

Before completing this form please read: 'How to apply for a correction to a death registration'

This can be obtained from your local register office or at www.gov.uk

The application should be made by a relative of the deceased or a person who would have been able to register the death.

There is a statutory fee for each application. If the application does not need to be referred to the General Register Office (GRO) the fee will be £83.00. Any application requiring referral to GRO the fee will be £99.00.

This is a consideration fee and, as such, is not refundable. The fee must be paid at the point of application.

1.1 Applicants details:

--	--	--	--	--	--	--	--

[illegible][illegible][illegible][illegible][illegible]

We may need to contact you, how would you prefer to be contacted? (Please tick one)

10



10

[illegible]

If you are not the person who originally registered the death please note you must provide a letter from that person agreeing to the correction. Failure to do so may delay your application.

1.2 Person's details as stated on death certificate:

Forenames

[illegible]

Surname

[illegible]

Date of death

[illegible]

2.0 Details of the error(s) and the correction(s) to be made to the death registration.

Please clearly explain in the boxes below what is wrong and what the correct details are:

2.1 Error as it is shown on the certificate

2.2 The correct details to be shown

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

2.4 Please confirm that you have checked the death certificate and that all errors have been identified and noted above.

Yes



3.0 Before the correction can be authorised you will need to provide evidence that an error has been made.

You need to show that the information originally given at the time of the registration was wrong. You will have to produce document(s) that clearly show what the correct information should be. Where relevant, these documents should be valid or dated around the time of the death.

It is not possible to list every example of acceptable evidence, but it should be an official document which shows the correct information. Examples will include:

passport

identity card

photocard driving licence letter from

a government department

bank/building society statement

utility bill

credit card statement NHS

medical card valid will/probate

document birth and/or

marriage/cp certificate

Please do not send in original documents or photographs of original documents; we will accept photocopies which have been certified by a professional or reputable person as a true copy of the original. A list giving examples of suitable persons can be found at:

<https://www.gov.uk/countersigning-passport-applications>

If you are taking the application to a Register Office and paying in person then the Register Office should be able to certify your documents as a true copy of the original which means you can retain your original documentation.

If you cannot send any evidence of an error having occurred, then normally a correction will not be possible. Further advice can be obtained by calling **0300 123 1837**

4.0 The correction:

The original information will always be shown as it was first given, but a note will be written against the registration. This will explain what the correct information should be and the date when the correction was made. All death certificates issued afterwards will include the note in the margin. There is no legal requirement to witness the correction.

4.1 Declaration:

I confirm that I understand the correction will be made in my absence and the correction will take the form of a note in the margin.

<i>Applicant:</i>	<i>Date:</i>

5.0 Please include any further information which you think maybe relevant to your application

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

Title	
Forenames	
Surname	
Current address	

Email

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

Date:

7.0 Checklist

Yes

Yes

Yes

Yes

Yes

The local register office will be able to advise you on which fee will apply for consideration of the correction.

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

Fair Processing Notice

By completing this form you agree to the General Register Office contacting you in relation to your application as well as to ask if you are satisfied with our services.

The General Register Office is part of His Majesty's Passport Office.