

Registering a Death – What you need to know



We are very sorry for your loss.

This leaflet explains the current process for registering a death when someone has died in hospital. It supports the NHS Scotland booklet ‘**When Someone has Died – Information for You**’.

Medical Certificate of Cause of Death (MCCD) - The doctor will complete a Medical Certificate of Cause of Death on the ward. This is not the death certificate.

- You no longer need to collect this from the ward – it will be sent directly to the registry office of your choice.
- You will not automatically receive a copy of this certificate. If you have any questions, please speak to the team that cared for your relative or friend. They may also advise you about accessing health records if needed.
- Sometimes a death needs to be reported to the Procurator Fiscal. This may delay the certificate being issued. Staff will let you know if this applies.

Choosing a Registry Office - Staff will ask the Next of Kin or legal guardian which registry office they would like the certificate to be sent to. The ward clerk will then:

- Email a copy of the Medical Certificate of Cause of Death to your chosen registry office.
- Include the name and telephone number of the Next of Kin or legal guardian.
- Post the original certificate to the registry office.

Registering the Death - The registry office will contact the Next of Kin or legal guardian to explain the next steps. You may be offered:

- A Telephone or online appointment (remote registration), or
- In-office appointment.

After Registration - You will get a Certificate of Registration of Death (Form 14), needed by the funeral director before burial or cremation. If the funeral director is known at the time of registration, this form is usually emailed directly to them. You will also get one free abbreviated death certificate. You can buy additional full death certificates if needed.

If you have any questions, please speak to a member of staff.