

## Application form to correct details on a Death Registration

Before completing this form, please read the leaflet  
'How to apply for a correction to a death registration'

This form should be used when applying for a correction to the General Register Office where there has **not** been a Coroner's inquest. You need to complete all sections of the form and then complete the checklist

Your Name

Your contact details.

Please include address, telephone number and email address

Address:

Telephone number:

Email address:

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 :

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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 7

YES  NO

**I have enclosed certified copies of document(s) which clearly shows the correct information** See guidance leaflet, Section 6 & 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*.

On average we will reply to your initial application within **5 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*

**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**