Large print edition

VALOREN

Prepared: 2 November 2026
For the registration appointment
Ref: D1R-001-28052026

Day-1 Registration Brief

A single-page companion for the death registration appointment

B-03 · BEREAVEMENT

"Registration begins the record. It does not settle the estate."

FREE INSTITUTIONAL SAMPLE · NO CARD REQUIRED

PREPARED FOR

Margaret Whitfield

Registering the death of Robert Whitfield · Cheltenham Register Office

CONTENTS

1 Before the appointment

2 At the register office

3 After the appointment

Before the appointment 1

Margaret — this is the single-page companion for the registration appointment. It exists because the registrar will work through everything quickly, and a small list in your pocket helps.

What to bring:

The Medical Certificate of Cause of Death (from GP). Robert's NHS card if you have it (not essential). His birth certificate if findable (not essential). His marriage certificate if findable (not essential). Photo ID for yourself.

If you don't have a document:

The registration can usually proceed without the optional items. The Medical Certificate is the one that matters; everything else is helpful but not essential.

At the register office 2

The appointment usually takes 30–45 minutes. The registrar will work through Robert's full details and prepare three things you will need.

D-01 · THE DEATH CERTIFICATE

1 Order 8–10 certified copies at the appointment

Banks, pension providers, and insurers each require their own certified copy. Ordering at registration is **£12.50** per copy. Ordering later takes longer. Eight to ten copies is the usual rule. The funeral director will need one or two. Each institution holding an account in Robert's name will need one.

WHEN	COST	SUGGESTED
At appointment	**£12.50 per copy**	**8–10 copies**

D-02 · THE GREEN FORM

2 Collect the green form (Form 9) for the funeral director

The green form authorises burial or cremation. The registrar issues it directly. Give it to the funeral director — they cannot proceed with the funeral arrangements without it. There is no fee.

WHEN	COST	GIVE TO
At appointment	**No cost**	**Funeral director**

D-03 · TELL US ONCE

3 Say yes to Tell Us Once — it takes 20 minutes and saves 15 calls

The registrar will offer to set up Tell Us Once at the same appointment. This is a single government service that notifies HMRC, DWP, Passport Office, DVLA, the local council, and other departments on your behalf. It is free, takes 20 minutes, and replaces what would otherwise be a dozen or more separate notification calls. There is no reason not to use it.

WHEN	TIME	COST
At appointment	**20 minutes**	**No cost**

After the appointment 3

When you leave the register office, you will have certified death certificate copies, the green form for the funeral director, and a Tell Us Once reference number (if you used it). That is enough for the rest of the week.

What can wait until next week:

The will. Probate. The bank. Insurance. Pensions. Council tax. The mortgage. None of these need attention this week. The funeral director handles the next few days. Everything else properly waits.

Cruse Bereavement Support

National helpline: 0808 808 1677 — Monday, Wednesday, Thursday and Friday 9.30am to 5pm; Tuesday 1pm to 8pm; closed at weekends. Trained bereavement volunteers. Free and confidential.

Samaritans

24 hours, **365 days** a year: 116 123. For anyone in emotional distress at any time. Free to call.

POWERED BY VALOREN

Day-1 Registration Brief — free institutional companion for the death registration appointment. Practical guidance for England & Wales, accurate as of May 2026. Not a substitute for legal or financial advice.

Standard Index Group — in formation · England & Wales · Reference D1R-001-28052026 · Source instruments: E-01 · E-03 · ES-2026