**INTERIM PROCESS FOR REGISTERING A DEATH**

The revised process for registering a death is as follows:

**MCCD** is completed by Doctor and passed to clerkess (additional support will be provided if required for this interim process).

Certifying Doctor then needs to put hard copy in post to registrar.

If next of kin/informant has no printing or IT facilities registrar will send out hard copy by post

If NO registrar will scan and email Form 14 to next of kin/informant to take to funeral director

If YES, registrar will scan Form 14 (required by funeral director to process funeral) and email directly to said funeral director

Registrar will then ask next of kin/informant if they have a funeral director

**Parentage, Spousal information required for completion**

Once received registrar will call next of kin/informant to go through registration process e.g.

Clerkess to scan and email **MCCD** to registrar and to next of kin/informant