



Princess Alice  
Hospice

# Registering a death

Surrey Northern Registration District



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## Surrey Northern Registration District

### The Register Office operates an appointment only system

**After** you have received a Medical Certificate of Cause of Death from the doctor, Hospital or the Hospice, you can register the death at one of the following six Surrey register offices:

- Camberley
- Farnham
- Guildford
- Leatherhead
- Reigate
- Weybridge

To book an appointment with any of the above district register offices, **call 0300 200 1002** (8am–6pm weekdays, excluding bank holidays.

Emergencies only at all other times) **or visit**

**[www4.surreycc.gov.uk/register/death/coroner-or-medical-certificate-details](http://www4.surreycc.gov.uk/register/death/coroner-or-medical-certificate-details)**

Where the death has been referred to the coroner, it cannot be registered until the registrar has received written authority from the coroner.

### Camberley Register Office

**Email:** [registration.camberley@surreycc.gov.uk](mailto:registration.camberley@surreycc.gov.uk)

Monday and Tuesday 9am – 12.40pm and 1.40pm – 4.30pm,

Wednesday 10.30am – 12.40pm and 1.40pm – 4.30pm,

Thursday and Friday 9am – 12.40pm and 1.40pm – 3.30pm.

### Farnham Register Office

**Email:** [registration.farnham@surreycc.gov.uk](mailto:registration.farnham@surreycc.gov.uk)

Monday 9am – 1pm and 2pm – 4.30pm, Wednesday 10.30am – 1pm

and 2pm – 4.30pm, Friday 9am – 1pm and 2pm – 3.30pm.

### Guildford Register Office

**Email:** [registration.guildford@surreycc.gov.uk](mailto:registration.guildford@surreycc.gov.uk)

Monday and Tuesday 9am – 4.30pm, Wednesday 9.30am – 4.30pm,

Thursday and Friday 9am – 4.30pm.

### Leatherhead Register Office

**Email:** registration.leatherhead@surreycc.gov.uk

Monday and Tuesday 9am - 4.30pm, Wednesday 9.30am - 4.30pm,  
Thursday and Friday 9am - 4.30pm.

### Reigate Register Office

**Email:** registration.reigate@surreycc.gov.uk

Monday and Tuesday 9am - 1pm and 2pm - 4.30pm, Wednesday 10.40am  
- 1pm and 2pm - 4.30pm, Thursday and Friday 9am - 1pm and 2pm -  
4.30pm.

### Weybridge Register Office

**Email:** registration.weybridge@surreycc.gov.uk

Monday and Tuesday 9am - 4.30pm, Wednesday 9.30am - 4.30pm,  
Thursday and Friday 9am - 4.30pm.

### How much does it cost?

There is no charge for the death registration itself, however, any death certificates purchased on the day of registration will cost you £4 each. The cost of certificates purchased after the day of registration increase as the register is completed and archived. We suggest that you buy at least five copies on the day of registration.

### Tell Us Once

The average bereaved family contacts central and local government seven or eight times following a bereavement. **Tell Us Once** is a government created service that allows you to tell multiple government agencies about a death, at the same time. This **Tell Us Once** service is offered free of charge.

### How does it work?

**Tell Us Once** service consists of 2 parts:

**Part 1:** When you register a death, the registrar will add the details of the deceased to the **Tell Us Once** national database and provide you with a unique reference number.

**Part 2:** Once registered, you are able to complete the second part of the service either:

**Online:** [www.gov.uk/after-a-death](http://www.gov.uk/after-a-death) **or by phone:** 0800 085 7308.

# Our support

When a loved one dies it is likely to be a very difficult time. It can be hard to know what to do, what to say and how to cope.

Remember that we are always here to help and support you. Please do come and talk to us about how you are feeling and any concerns you may have.

## Contact us

Princess Alice Hospice  
West End Lane, Esher  
Surrey KT10 8NA

## Bereavement Support Team

01372 461805  
bereavementsupport@pah.org.uk  
www.pah.org.uk

Join us at pahospice

