



## INFORMATION ABOUT DEATH CERTIFICATES

### STANDARD CERTIFICATES

This is a full copy of the death entry.

## POSTAL APPLICATIONS

If you apply by post please complete this form and enclose a stamped address envelope and the appropriate fee in sterling. Cost of certificates is indicated overleaf or may be obtained from any Register Office. All remittances should be made payable to "LEICESTERSHIRE COUNTY COUNCIL" (for applications to this office) and crossed "/&Co/". **DO NOT SEND CASH.**

This application form should be sent to the Superintendent Registrar of the district where the death occurred:

**For deaths in Leicestershire  
(but not in Leicester)  
the address is:**

LEICESTERSHIRE REGISTRATION SERVICE  
COUNTY HALL  
LEICESTER ROAD  
GLENFIELD  
LEICESTER  
LE3 8RN

**DO NOT** use this form for making applications to the REGISTRAR GENERAL.

## SEARCHES OF DEATH INDEXES

Superintendent Registrars do not have the staff to undertake searches of an indefinite or protracted nature. Usually a search in the death index, covering a period not exceeding 5 years, will be made but only where accurate details have been given of the death registration. If a wider search is required it is necessary for the applicant or someone on his/her behalf to make a GENERAL SEARCH in the indexes. For further information see below and then make enquiries of the Superintendent Registrar.

### GENERAL SEARCHES AT A SUPERINTENDENT REGISTRAR'S OFFICE

The indexes in a Superintendent Registrar's office relate only to births, marriages and deaths which occurred within the Superintendent Registrar's district.

A GENERAL SEARCH is a search in the indexes conducted in person by the applicant or someone on his/her behalf during any number of successive hours not exceeding six. By arrangement with the Superintendent Registrar a person making a GENERAL SEARCH may have access to the indexes to the registers of births, marriages and deaths but not to the registers themselves. A certificate of any entry identified may be obtained on completion of an application form and on payment of the appropriate fee.

If a person making a GENERAL SEARCH is uncertain whether a reference found in the indexes relates to the entry for which he/she is searching, the Superintendent Registrar, on being given definite details by which the entry may be identified, will verify those particulars by reference to the register. Any additional information from the entry can only be made available in the form of a certificate.

## Guidance for Applying for a Copy Certificate

Please complete all sections on the application form (except for Section 5c for birth certificates and Section 5b for death certificates).  
Return it with a cheque/postal order payable to 'Leicestershire County Council' and a Stamped Self Addressed Envelope to

County Register Office  
County Hall  
Leicester Road  
Glenfield  
Leicester  
LE3 8RN.

Please DO NOT send cash.

Please allow 3 to 5 working days for delivery from receipt of request.

### Please note

- We cannot undertake searches for a given event without a formal application accompanied by the relevant fee.
- Leicestershire Registration Service can only issue a copy certificate if the birth/marriage/death/civil partnership occurred and was registered in the County of Leicestershire.
- For events that occurred within the City of Leicester you should contact Leicester City Council on 0845 045 0901 or if outside of Leicestershire you should contact the relevant Local Authority.
- Upon receipt of an application in the event that Leicestershire Registration Service did not issue the original certificate your payment will be returned to you and you will be given details of the relevant authority.

### Certificate Costs

#### Birth

Standard Certificate	<b>£10.00</b>
Short Certificate	<b>£10.00</b>

Please note many organisations such as the Identity & Passport Service do not accept short birth certificates.

#### Marriage

Standard Certificate	<b>£10.00</b>
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#### Death

Standard Certificate	<b>£10.00</b>
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#### Civil Partnership

Standard Certificate	<b>£10.00</b>
Extract Certificate	<b>£10.00</b>