

Information you will need to use the service

We want to make sure we give the right information to any organisations we contact. We will need the information listed below about the person who has died:

- Their National Insurance number and date of birth
- Details of any benefits or services they were receiving
- Their death certificate
- Their driving licence or driving licence number
- Their passport or passport number

If you are not the next of kin, or the person who is dealing with the deceased's estate, you can still use the service if you have the authority to act on their behalf.

We may also ask you for information about:

- Their next of kin
- Any surviving husband, wife or civil partner
- Anybody who is getting Child Benefit on their behalf
- The person dealing with their estate

You must obtain the agreement of the persons listed above if you are going to provide us with the information about them

Next of Kin

If you are the next of kin and think you may be entitled to an increase in benefits, please bring your own National Insurance number along.

This document can be produced in large print and in other languages. If you require a different format, please contact your local authority direct.

TELL US ONCE

When someone has died we can help...



...by telling the people who need to know

Gloucestershire Registration Service is working with the Department for Work and Pensions and your local authority to offer a confidential service which we hope will make things easier for those people who have been bereaved recently. The new service means that you will be able to just tell us once, and then we can tell other government departments and local authority services on your behalf. This reduces the time spent corresponding with a number of organisations and also reduces the need to send them copies of the death certificate.

How you can contact us to use this service

All you need to do is make an appointment to register the death with one of our Registrars.

To book an appointment go to www.gloucestershire.gov.uk/registration or telephone 01242 532455. You will be offered the new service automatically.

You can find out more about the new service and the Registrar's opening hours by checking on www.gloucestershire.gov.uk/registration.

Who we can give information to

We will contact the following services and organisations if you ask us to:

- Department for Work and Pensions
- The Pension, Disability and Carers Service
- Jobcentre Plus
- HM Revenue & Customs
- Child Benefit
- Tax Credits
- Identity and Passport Service
- Housing Benefit Office
- Council Tax Benefit Office

- Council Housing
- Council Tax
- Libraries
- Blue Badges
- Social Work (Adult Services and Children's Services)
- Collection of payment for Council Services
- Electoral Registration
- Driver Vehicle Licensing Agency (DVLA)

We will treat the information you give us securely

The organisations we give your information to will use it to update records, and end services, benefits and entitlements as appropriate. They will use the information we give them, but only as the law allows.

Information you will need to use this service is over the page.

