



WHAT TO DO AFTER A DEATH

A PRACTICAL GUIDE FOR MUSLIMS

This guide has been provided by
Rotherham Metropolitan Borough Council

With support from the Rotherham Council of Mosques

www.rotherham.gov.uk

CONTENTS

	Description	Page
	Introduction	3
	Expected death at home	5
	Expected death in hospital	5
	Unexpected death	6
	Deaths that must be referred to the Coroner	7
	Deaths requiring a post-mortem	7
	Deaths requiring an inquest	8
	Burial prior to the death registration	9
	Stillborn baby and 'non-viable foetus'	9
	Burial prior to a stillbirth registration	10
	Contacting the Registrar	11
	Contacting the Cemetery Team	12
	Registering the death or stillbirth	12
	What happens at the Register Office	13
	Repatriation	14
	Funeral arrangements	14
	Vehicle Parking	15

APPENDICES

A	Summary of paperwork needed for burial	16
B	Useful contacts	17
C	Burial Guide Process Flowchart	19

INTRODUCTION

The death of someone in the family or of a close relative or friend is often a time of great stress and emotion.

Quite often people are not familiar with what to do in terms of the practical steps that need to be completed to bury a loved one. In the case of short notice burials, for example where the deceased is buried quickly in accordance with Muslim tradition, it is important to know what to do and who to contact. This booklet is intended to help in this regard by dealing with three stages –

- contacting the funeral director/ mosque
- getting a medical certificate from the doctor
- and registering the death.

The guide doesn't cover religious guidance relating to burials – for example, the ritual washing of the body (ghusl) or the funeral service – you should approach your local mosque for this advice.

If you are unsure about any aspect, or if you need help and support, members of your extended family, a burial committee, close friends or your local mosque may be available to help and consult.

Where possible, you should nominate one person who – with the family's consent - will be the single point of contact for the doctor, hospital, registrar and Coroner. If more than one person contacts these agencies, it could lead to additional work and misunderstandings, which may cause a delay to the process.

This guide has been prepared by Rotherham Metropolitan Borough Council in partnership with the Rotherham Council of Mosques. It is based on good practice elsewhere in the country.

A list of useful contacts is provided at Appendix B in this guide.

Obtaining the doctor's certificate

The Medical Certificate of Cause of Death (often called a doctor's certificate) is a very important document which is required for the rest of the process to progress to burial in a timely manner. The procedure for getting this will depend on the circumstances of the death. The circumstances could be:

- An expected death at home
- An expected death in hospital
- An unexpected death

- A stillbirth (a baby born dead after 24 weeks of pregnancy)

Some deaths must be referred to the Coroner and this may impact on how quickly the burial can take place.

Further details on all of these scenarios are given in this guide.

Contacting the funeral director

The funeral director's role is to organise the burial process and to transport the body e.g. from the hospital to the mosque and then to the cemetery. It is useful to let the funeral director know as soon as possible about the death and potential burial so that they can also start their preparations and timetable you into their schedule (they may also have other funerals to deal with on the same day). Tell them you are looking for a short notice burial according to Islamic tradition and in the Muslim section of the cemetery.

You should then keep the funeral director updated on progress with obtaining a medical certificate and burial order so that they can be ready to undertake their duties within the necessary time-scales. The funeral director will liaise with the cemeteries service and book a time for burial.

A list of funeral directors is available on the contacts page.

Contacting your local mosque

You may choose to use a local mosque for the funeral service and also possibly as a venue where your family will be available for a short period so that others can come and give their condolences. You will need to contact your local mosque to arrange for these services to be available.

A list of mosques is available on the contacts page.

I. EXPECTED DEATH AT HOME

If the death was expected, contact the doctor who attended the deceased during their final illness.

If the doctor can certify the cause of death, they will give you the following:

- **A formal notice** that states the doctor has signed the Medical Certificate and tells you how to get the death registered.

- **A Medical Certificate of Cause of Death**, this is free of charge and will be in a sealed envelope addressed to the Registrar.

If the doctor treating the deceased had not seen him/her either after the death or within 14 days before the death, the death must be reported to the Coroner.

2. EXPECTED DEATH IN HOSPITAL

If the death occurs in hospital, the hospital staff will contact the person listed as the next of kin on their hospital records. It is therefore important that you make sure the correct contact details are noted in the patient records.

If the death does not need to be referred to the Coroner (see section 4) the doctor will issue:

- **A formal notice** that states the doctor has signed the Medical Certificate and tells you how to get the death registered.

- **A Medical Certificate of Cause of Death**, this is free of charge and will be in a sealed envelope addressed to the Registrar.

The hospital will keep the body in the hospital mortuary until the next of kin arranges for it to be taken away (usually via the funeral director).

Please note that the hospital will not normally release the body until the Green Form 9 is obtained from the Registrar. There are more details in sections 7, 9 and 12 on how to obtain a Green Form 9.

Hospital staff will also arrange for the next of kin to collect the deceased's possessions.

3. UNEXPECTED DEATH

If the death is sudden or unexpected, you should contact the following people:

- The police
- The family doctor
- The deceased's next of kin

If necessary, the police will help find the other people listed above. If the death does not need to be referred to the Coroner (see section 4) and the cause of death is quite clear, the doctor may be able to certify the cause of death and they will give you the following:

- **A formal notice** that states a doctor has signed the Medical Certificate and tells you how the death can be registered and
- **A Medical Certificate of Cause of Death** that shows the cause of death, this is free of charge and will be given in a sealed envelope addressed to the Registrar.

If the doctor treating the deceased had not seen him/her either after the death or within 14 days before the death, the death must be reported to the Coroner.

4. DEATHS THAT MUST BE REFERRED TO THE CORONER

In any of the following circumstances the death must be referred to the Coroner:

- The cause of death is unknown or uncertain.
- The cause of death is one which must be referred to the Coroner.
- The death was sudden and unexplained.
- The death occurred in prison or in police custody.
- The death was caused by an accident or injury.
- The death was caused by an industrial disease.
- The death occurred in hospital and the patient had not been in hospital for more than 24 hours.
- The death occurred while the patient was undergoing an operation or did not recover from the anaesthetic.
- The doctor treating the deceased had not seen him or her either after the death or within 14 days before the death.

The doctor or the Registrar will usually make the referral to the Coroner.

5. DEATHS REQUIRING A POST-MORTEM

The Coroner may need to arrange for a post-mortem examination of the body to determine the cause of death. The consent of relatives is not needed but they are entitled to be represented at the examination.

When relatives have told the Coroner they wish to be represented, the Coroner will - if at all practicable - tell them when and where the examination will be held.

If the post-mortem shows that death was due to natural causes, the Coroner may issue a notification known as Form 100 B, which gives the cause of death so that the death can be registered.

The Coroner will inform you when the Form 100 B has been sent to the Registrar, you can then book an appointment to register the death.

6. DEATHS REQUIRING AN INQUEST

An inquest is an inquiry into the medical cause and circumstances of a death. It is held in public, sometimes with a jury. It is up to the Coroner to organise the inquiry in a way which best serves the public interest and the interests of the relatives.

The Coroner will hold an inquest if the death was:

- Violent or unnatural.
- Caused by certain industrial diseases.
- The death occurred in prison or police custody.
- If the cause of death remains uncertain after post-mortem examination.

The Coroner may give you an Order for Burial Form 101 so that the funeral can take place. This may be done before the inquest is completed, provided the body is not required for further examination.

The Coroner will also issue a Certificate After Inquest Form 99 (revised), to the Registrar. This allows the death to be registered.

Following an inquest you do not need to register the death, this will be done by the Registrar based on information supplied by the Coroner.

The Coroner will notify you when the inquest has concluded. You can then contact the Registrar if you wish to purchase a death certificate.

7. BURIAL PRIOR TO THE DEATH REGISTRATION

The Registrar will normally issue the Green Form 9, permitting a burial to take place, after the death has been registered.

However, if necessary, a burial can take place prior to the death registration, providing the Registrar is able to issue the Green Form 9.

To issue a Green Form 9 prior to registration the Registrar must have:

- a valid **Medical Certificate of Cause of Death**
- a **Form 100A** (if the Coroner has been involved)

If you have been issued with a Green Form 9 prior to the death registration, to allow the burial to take place, it is very important that you contact the Register Office on the next working day to make an appointment to register the death.

8. STILLBORN BABY AND 'NON-VIABLE FOETUS'

If a baby is stillborn (born dead after 24 weeks of pregnancy) you will be given a **Medical Certificate of Stillbirth** signed by the midwife or doctor, which should be given to the Registrar.

If a baby is stillborn before 24 weeks of pregnancy it is treated as a 'non-viable foetus'. You will be given

a form by the midwife or doctor recording the details of the non-viable foetus.

The death of a non-viable foetus is not registered with the Registrar and no other paperwork is involved.

9. BURIAL PRIOR TO A STILLBIRTH REGISTRATION

The Registrar will normally issue the **White Form 118**, permitting the burial of a stillborn baby after the stillbirth has been registered. However, if necessary, a burial can take place prior to registration providing the Registrar is able to issue the White Form 118.

To issue a White Form 118 prior to registration the Registrar must have a valid **Medical Certificate of Stillbirth**.

If you have been issued with a White Form 118 prior to the stillbirth registration, to allow the burial to take place, it is very important that you contact the Register Office on the next working day to make an appointment to register the stillbirth.

10. CONTACTING THE REGISTRAR

The Register Office is usually very busy, so only the person arranging the funeral and one other person, who is supporting them, should attend the appointment for the issue of the Green Form 9 (which will then allow burial).

Please be aware that if multiple family members and representatives attend the Register Office they will be respectfully asked to wait in the main foyer of the building.

Monday to Friday

Telephone the Registrar as soon as you have the Medical Certificate of Cause of Death or Medical Certificate of Stillbirth.

It may not be possible to give you an immediate appointment but arrangements will be made for the next available Registrar to see you.

Saturday, Sunday and Bank Holidays (excluding Christmas Day, Boxing Day, New Year's Day, Good Friday and Easter Sunday).

Telephone the Registrar as soon as you have the Medical Certificate of Cause of Death or Medical Certificate of Stillbirth.

The Registrar operates an on-call service and will inform you of a time and place to meet, this will usually be Riverside House but occasionally the Registrar may meet you in some other public building.

Please note that if the Coroner needs to be involved the Registrar will need to make a referral and it will not be possible to issue the Green Form 9. A referral to the Coroner will normally be dealt with on the next working day.

The on-call Registrar will only issue the Green Form 9 which will permit burial. The Registrar is not able to register the death outside of Register Office opening hours.

Contact details for the Registrar are given at Appendix B.

II. CONTACTING THE CEMETERY TEAM

The Funeral Director should contact the Cemetery Team at East Herringthorpe cemetery as soon as possible after the death.

The Cemetery Team will deal directly with the Funeral Director to arrange a burial plot and a time for the burial.

The Cemetery Team has to carry out a range of checks before a body can be buried. The team will require the Green Form 9 at least 3 hours before the time of the burial.

Information on how to obtain the Green Form 9 is given in sections 7, 9 and 12.

Contact details for the Cemetery Team are given at Appendix B.

Exclusions

The on-call Registrar and the cemetery burials team are not available on Christmas Day, Boxing Day, New Year's Day, Good Friday and Easter Sunday; it is not possible to arrange a burial on these days.

12. REGISTERING THE DEATH OR STILLBIRTH

A death or stillbirth must be registered by the Registrar in the district in which the death occurred.

You can telephone the Register Office to book an appointment to register the death or stillbirth.

If there is no Coroner involvement you can also book an appointment online to register the death.

The death must be registered within 5 days of the date of death, unless the Coroner is carrying out a post mortem, an investigation or an inquest.

The Registrar will issue the Green Form 9 or the White Form 118, permitting a burial at the end of the registration, unless the Green Form 9 or the White Form 118 was issued prior to registration, as explained in sections 7 and 9.

You will be able to purchase a death certificate or a stillbirth certificate, from the Registrar, after the registration has taken place.

13. WHAT HAPPENS AT THE REGISTER OFFICE

(i) Register a death

When you go to the Registrar to register the death you must give the Registrar:

- a valid Medical Certificate of Cause of Death

It will be helpful (but not essential) if you can also provide:

- The deceased's NHS number, you will find the number on their medical card, a letter from the NHS or a prescription.
- The deceased's birth and marriage certificates.
- Proof of address for the deceased e.g. a utility bill.
- Identification for the person registering the death e.g. passport, driving licence or utility bill.

When you attend your appointment to register the death the Registrar will ask you:

- The date and place of death
- The deceased's last (usual) address
- The deceased's first names and surname (and the maiden name where appropriate)

- The deceased's date and place of birth (town and country if born in the UK, and country if born abroad)
- The deceased's occupation and the name and occupation of their spouse
- If the deceased was married, the date of birth of the surviving widow or widower.

(ii) Register a stillbirth

When you go to the Registrar to register the stillbirth you must give the Registrar a valid Medical Certificate of Stillbirth.

It will be helpful if you can also provide identification for the person registering the death e.g. passport, driving licence or utility bill.

If the parents of the stillborn baby are married either parent can attend to register the stillbirth.

If the parents of the stillborn baby are not married and both parents wish to be included in the stillbirth register, they must attend together to register the stillbirth.

The mother of the stillborn baby can register, without the father present, but will not be able to include the father's details in the stillbirth register if they are not married.

The father of the stillborn baby cannot register without the mother if they are not married.

14. REPATRIATION

If the body is being taken out of England for the funeral, you must obtain a **Form 104 (revised)**, permitting the body to be taken out of England, this can only be issued by the Coroner.

Most airlines will not transport a body without a death certificate from the Registrar.

You are advised not book a flight until you have a form 104 (revised) from the Coroner and a death certificate from the Registrar. This advice is particularly important at weekends and Bank Holidays, when the Register Office is closed and the death cannot be registered

15. FUNERAL ARRANGEMENTS

As soon as you have the right documents for burial, or are sure of getting the documents by a particular time, you can confirm your plans for the funeral.

You must have either:

- **a Certificate for Burial,**
- **a Green Form 9**
- **or Order for Burial Form 101 that a coroner has issued**

otherwise a burial cannot take place.

I6. VEHICLE PARKING

If there are a large number of people attending the funeral, it is important that early contact is made with the Council's Parking Services team with the following details:

Time and date of the event; the location of the event and contact name and number for the organiser.

Contact details for the Parking Services team are given in Appendix B.

APPENDIX A – SUMMARY OF PAPERWORK NEEDED FOR BURIAL

Type of death	Doctor/Coroner gives	Registrar gives
Death not referred to Coroner	Formal Notice and Medical Certificate of Cause of Death	Certificate for Burial (known as the Green Form 9)
Death referred to Coroner	Peach Form 100A (in addition to Formal Notice and Medical Certificate of Cause of Death) or Pink Form 100B or Form 101, Order for Burial	Certificate for Burial (known as the Green Form 9) if Form 100 given. Nothing further needed for burial if Form 101 given
Stillborn in the 24th or higher week of pregnancy	Medical Certificate of Stillbirth	Certificate for Burial (White Form 118)
Stillborn below 24th week of pregnancy	Form giving details of stillbirth	Nothing further needed for burial

APPENDIX B – USEFUL CONTACTS

Name	Opening Hours	Contact Details
Rotherham Register Office	Monday – Friday 9am to 5pm	01709 823542 Riverside House, Main Street Rotherham S60 1AE
Rotherham Register Office Registrar Service Out of Hours	1 April to 30 September: 9am to 1pm 1 October to 31 March: 9am to 11am Bank Holidays: out of hours service available. Service not available on Christmas Day, Boxing Day, New Year’s Day, Good Friday or Easter Sunday.	07748 142634 or 07717 456795
Book a death registration appointment online	24 hours	https://www.rotherham.gov.uk/info/200032/deaths_funerals_and_cremations/194/register_a_death
Dignity East Herringthorpe Cemetery	Monday to Friday 9am to 5pm There is an on call team out of office hours.	01709 850344 Ridgeway Rotherham S65 3NN
Rotherham Hospital Bereavement Services	Monday to Friday 10am to 4pm	01709 424465 Rotherham General Hospital, Moorgate Rd, Rotherham S60 2UD
Rotherham Hospital Mortuary Services	Monday to Friday 8am to 3:45pm Saturday and Sunday 9am to 11am	01709 424274 Rotherham General Hospital Moorgate Rd, Rotherham S60 2UD
The Coroner’s Service	Monday to Thursday 8:30am to 4:30pm Friday 08:30am to 4pm	01302 737137 or 01302 737135 Crown Court Building, College Road, Doncaster DN1 3SH

APPENDIX B – USEFUL CONTACTS

	Name	Contact Details
Parking Services		E-mail: parkingservices@rotherham.gov.uk 01709 822952
Funeral Directors	Tariq Choudrey YMA Funeral Services	07828 542061 306 Barnsley Road Sheffield S4 7AH
Funeral Directors	Bartholomew and Sons	01709 363706 Nightingale House Nightingale Close Rotherham S60 2AB
Local Mosques		
Masjid-e-Uthman, 46-50 Milton Road, Eastwood, Rotherham S65 1QS		
Jamia Masjid Abu Bakr, Russel Street, Eastwood, Rotherham S65 1RN		
Markaz-ul-Uloom Al-Islamia, 33-35 Ridge Road, Rotherham S65 1NS		
Masjid Al Salaam, Eldon Rd, Rotherham S65 1RD		
Jamiah Masjid Anwar-e-Mustafa, 112-114a College Road, Masborough, Rotherham S60 1JF		
Markazi Jamia Masjid, Chapel Walk, Masborough, Rotherham S60 1EP		
Jamia Masjid Noor-Ul-Huda, 113 Psalters Lane, Meadow Bank Rd, Rotherham S61 1DL		
Masjid Jamiat Ahl-e-Hadith, Moorgate Street, Moorgate, Rotherham S60 2EY		
Jamia Masjid Ahl-e-Sunnat al Jamaat, 64 Gerard Road, Wellgate, Rotherham		
Raza-E-Mustafa, 158 Broom Lane, Rotherham S60 3NW		
Faizan e Madinah Rotherham, Maltkiln St, Rotherham S60 2HY		

APPENDIX C – BURIAL GUIDE PROCESS FLOWCHART

PLEASE NOTE: This is a general guide only. It won't cover every scenario. There will be circumstances where the funeral will be delayed due to technical, legal or other reasons outside the Councils' control.

