

**Please see the guidance below about death registration changes countywide.**

**This relates to appointments at Peterborough Register Office, and applies to deaths occurring in the Peterborough district.**

**In light of the current situation, starting on Wednesday 1 April 2020 Peterborough Registration Service will only be conducting death registrations by telephone.**

Face-to-face registration appointments will not be taken at Peterborough Register Office under any circumstances.

Once the medical certificate is completed, please scan **both sides** and email it to us at:

[registerofficecertificates@peterborough.gov.uk](mailto:registerofficecertificates@peterborough.gov.uk)

**Please write the surname of the deceased on the back page of the MCD, to make it clear which front and back pages relate to each other.**

**Please retain the original medical certificate** – do not give it to the family. We await further guidance from General Register Office as to when you should return these to us.

**Please ensure that the GMC number for the doctor who completed the medical certificate is included on the certificate** next to their signature.

**Please ask the family to contact our call centre on 01733 864646 to book a telephone registration appointment.**

On the day and time of their appointment, they will receive a call from a member of register office staff. The registration will be completed over the telephone.

Details of the completed registration will then be passed to staff at the register office, who will contact the family the same day to take orders for death certificates. These will be sent to the family by post.

The green form required for the funeral will be sent by us to the relevant crematorium or funeral director by email.

**No documents will need to be collected from the Register Office.**

We will be contacting families who have already made appointments with us.

If you have any questions, please email us on the email address above.

If you are able to let us have a direct contact telephone number and email address for your practice manager, please let us have this.

Thank you for your help with this.

**This applies to appointments in the Cambridgeshire office and covers deaths in the Cambridgeshire area including Cambridge, Ely, Huntingdon, March and Wisbech.**

There is a similar process in Cambridgeshire covering the above areas.

Please email **both sides** of the certificate to [cambsreg@cambridgeshire.gov.uk](mailto:cambsreg@cambridgeshire.gov.uk)

Please make sure that the MCCD is completed properly and that the writing is legible including GMC number and signature.

**Please write the surname of the deceased on the back page of the MCCD**, to make it clear which front and back pages relate to each other.

**Please retain the original medical certificate – do not give it to the family.** We await further guidance from General Register Office as to when you should return these to us.

Please ask the family to contact our call centre on **0345 0451363** to book a telephone registration appointment.

Process is similar to above and will be explained to the family with the call.