

Guidance for completing and emailing Medical Certificates of Cause of Death (MCCDs)

Deaths must be registered within 5 calendar days of the date of death : this period includes weekends and bank holidays.
It is essential that the doctor who signs the MCCD completes the 'Last seen alive by me' statement, even if they have seen the deceased after death.
For 'Place of death' please provide a full postal address: do not write anything such as 'At home'.
If the certifying doctor has not seen the deceased in the 28 days prior to death, nor after death, they should refer this to the Coroner. Details of other medical practitioners who attended the deceased should not be included in the 'Last seen alive by me' statement: it is only the certifying doctor who must complete this.
Doctors who have referred a death to the Coroner for further action should circle option 4 (I have reported this death to the Coroner for further action) and not option 3 (Post-mortem not being held).
Please ensure that the doctor's name is clearly written near their signature and their GMC number is legible.
Following a death, we request that both sides of MCCDs are fully completed and emailed to the South Gloucestershire Register Office as soon as possible: registrationservice@southglos.gov.uk Please also email next of kin contact details (name, telephone number(s) and relationship to deceased, if known).
When scanning MCCDs, please do not include the 'Notice to informant' strip: this should be removed before scanning, making the received scan more legible overall.
Once MCCDs have been emailed to the Register Office, the original document should be retained by medical practitioners for a period of 4 weeks, to allow sufficient time for resending for any reason and for the registration to have taken place.

Thank you for your assistance with issuing MCCDs. If you have any questions regarding the above, or in future about any other aspects of death registration, do not hesitate to contact the South Gloucestershire Registration Service at registrationservice@southglos.gov.uk