Southampton Register Office

6a Bugle Street

Southampton

SO14 2LX

Email: [registrars@southampton.gov.uk](mailto:registrars@southampton.gov.uk) Our ref: F2Fdeaths1

Date: 17 March 2022

To all Southampton GP Surgeries, Practice Managers, Doctors,

and Medical Professionals and Practice Administrative Officers. (cfi - Medical Examiners’ officers)

Dear All

**Re: New Law changes to Deaths Registrations and signing of MCCD’s**

Thank you for your continued efforts over the past two years with the changes to death registration and paperwork during the pandemic.

As we approach the 2 years since these laws were temporarily put in place, we are now looking at new laws coming into force on **Friday 25th March 2022** for all death registrations.

**For any death certificates that are signed from Thursday 24th March, the following will apply:**

* **All Deaths registrations will go back to a face to face, pre-booked appointment** (no longer registered over the telephone). This means that the informant must make an appointment online to attend the register office in the district where the death occurred.
* The ‘5 days to register’ statutory requirement still applies (Monday to Sunday) ie, if a death occurs on a Thursday, it should be registered by the Monday unless the coroner has been involved.
* The MCCD’s must still be scanned to the Register Office of the district where the death occurred without delay. Please continue to provide us with the Next of Kin contact information.
* We need you to continue to return to us, any **MCCD’s issued BEFORE 25/3/2022.**
* **Please do not give the MCCD’s out to anyone, including the families and funeral directors.**

**What will be new as from 25/03/2022:**

* The MCCD **CAN ONLY** **be signed by the Doctor who was last in attendance within 28** **days** of the death – not **any** Doctor (current covid rule) and not within 14 days as pre-covid rule.
* The MCCD must now be scanned and sent to \*\*[deathregistrations@southampton.gov.uk](mailto:deathregistrations@southampton.gov.uk) along with the Next of kin contact information. This is a dedicated email address for Death registration paperwork only. Please note\*\* This email address should not be used until 24/3/2022. Please use the current [Registrars@southampton.gov.uk](mailto:Registrars@southampton.gov.uk) until this time.
* Once scanned, the original MCCD’s must now be retained by the GP practice/ Hospital and kept for a **minimum of 4 weeks**, before it can be securely disposed of in line with GDPR principles.
* **From 25/03/2022, we will no longer require the originals MCCD’s, once they have been scanned to us.**
* You will need to advise the families when the MCCD has been scanned to the Register Office and they will need to book an appointment to register the death online at [www.southampton.gov.uk/register-a-death](http://www.southampton.gov.uk/register-a-death)
* If your patient’s families book an appointment and we have not received the scanned MCCD we will have to cancel the appointment, and this will add to the distress of the families and time for your staff at the practices.
* Any MCCD deaths that we receive prior to Friday 25/03/2022 but have been unable to register **for any reason**, will become a face-to-face death appointment. With this in mind, we would ask you to advise any families of this likelihood and provide them with the weblink to book their appointment.

[www.southampton.gov.uk/register-a-death](http://www.southampton.gov.uk/register-a-death)

Your understanding and co-operation to ensure that these changes are enforced will guarantee that the customer journey is kept as smooth and as stress-free as possible.

Yours sincerely

Nicky Maynard

Registration Team Leader & Registrar of Births and Deaths