



**HM Passport
Office**

Application form to correct details on a Death Registration

Full guidance for completing this form can be found in the leaflet:

'How to apply for a correction to a death registration'

This can be obtained from any register office or from the General Register Office.

**This form should be used when applying for a correction to the General Register Office
You need to complete all sections of the form and then complete the checklist overleaf**

Your Name

**Your contact
details.**

Please include
address, telephone
number and email
address

Address:

Telephone number:

Email address:

**Person's full name as stated
on death certificate**

**Person's date of death as
stated on death certificate**

Your relationship to the person named on the certificate

See guidance leaflet, Section 4.

Details of the error(s) Please clearly explain in the boxes below what is **wrong** and what the correct details are

What is wrong :

What the correct details are :

--	--

Please give as full an explanation as possible of how the error occurred

**I have enclosed a certified copy of the death certificate that needs
correcting.** *See guidance leaflet, Section 6*

YES ☐ NO ☐

**I have enclosed certified copies of suitably dated document(s) which show
the correct information** *See guidance leaflet, Section 6 & 7*

YES ☐ NO ☐

I would like my certified copies back
See guidance leaflet. Section 7.

YES ☐ NO ☐

I want to go to the register office to witness the correction being made OR
See guidance leaflet, Sections 5 & 8

☐

**I am happy for the correction to be made in my absence and I understand that
the correction will be a note in the margin**

☐

Please tick
one box only

See guidance leaflet, Sections 5 & 8

Please note: **before** certain types of corrections can be authorised, you may be asked to make a statutory declaration. The declaration must be signed by someone who legally can attest an oath. A fee may be charged for this service. If you need to make a declaration we will send a pre-worded form to you once your case has been assessed. See *guidance leaflet, Section 8*.

We aim to reply to your initial application within **10 working days**. However, if we ask you for more information or you need to send in more paperwork, you should expect each further reply to take up to **20 working days**. See *guidance leaflet, Section 9*.

Please include any further information you think may be relevant

Contact details of the person who registered the death (if not given overleaf)

Address:

Telephone No:
Email Address:

**I declare that the information supplied is true to the best of my knowledge and belief
and that the evidence enclosed is a true copy of the original documentation**

Applicant's signature

Date:

Check list

I have filled in all sections of the form

I have included a certified copy of the death certificate that needs correcting

I have enclosed document(s) that show the correct information

***For the purpose of detecting and preventing crime, information relating to an application may be shared and verified
with other government departments or law enforcement agencies***