



East Sussex County Council

Application for a death certificate – Form 19

Please read the guidance notes at the end of this form before completing this form.

For register office use only		
Register number	Entry number	Certificate number
Date of issue		

To the Registration Officer having custody of the Register

1. Your details

Your name <i>(state name in full)</i>	
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Please mark with a 'x'.

Title	Mr		Mrs		Miss/Ms	
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Full postal address	
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Postcode	
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Phone	
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2. Please state your relationship to the person to whom the certificate relates	
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3. It would help us if you would state why you need the certificate	
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4. Details of death certificate required

Surname of deceased	
Forenames	
Occupation	
Home address	
Date of death	
Place of death <i>(full address or name of hospital)</i>	
Date of birth or age at death	
If a married woman please give the name and surname of husband	

5. Requirements (for information about the types of certificate available please see the guidance notes)

A. Please state the number of death certificate(s) you require in the box below.

Death certificate	£		I require		death certificates
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Please see the death certificate prices and processing details on page 3.

6. Payment enclosed

I enclose a cheque/postal order for £	
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B. Signature		Dated	
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Guidance notes

Information about death certificates

Death certificate prices

Standard certificate – despatched within 5 working days	
One copy of certificate	£10
Postage and packing	50p
Total	£10.50
Optional priority service – for orders received by 2pm for issue on the same day	
One copy of certificate	£10
Priority service	£10
Postage and packing	50p
Total	£20.50

Postal applications

Please complete this form and enclose a stamped addressed envelope and the appropriate payment in sterling.

All payments should be crossed “/ & Co/” and made payable to:

East Sussex County Council

Please do not send cash.

Please send the completed form with your payment to the registration office where the death was registered. If you are unsure, please send it to the East Sussex Register Office:

East Sussex Register Office (Eastbourne)	Crowborough Registration Office	Hastings Registration Office	Lewes Registration Office
Town Hall Grove Road Eastbourne BN21 4UG	Beaconwood Beacon Road Crowborough TN6 1AR	Summerfields Bohemia Road Hastings TN34 1EX	Southover Grange Southover Road Lewes BN7 1TP

Do not use this form for making applications to the Registrar General.

Search of death indexes

Superintendent Registrars do not have the staff to undertake searches of an indefinite or protracted nature. Usually a search in the death index, covering a period not exceeding 5 years, will be made but only where accurate details have been given of the death registration. If a wider search is required it is necessary for the applicant or someone on his/her behalf to make a **general search** in the indexes. For further information see below and then make enquiries of the Superintendent Registrar.

General searches at a Superintendent Registrar's office

The indexes in a Superintendent's Registrar's office relate only to births, marriages and deaths which occurred within the Superintendent's Registrar's district.

A **general search** is a search in the indexes conducted in person by the applicant or someone on his/her behalf during any number of successive hours not exceeding six. By arrangement with the Superintendent Registrar making a general search may have access to the indexes to the registers of births, marriages and deaths but not to the registers themselves. A certificate of any entry identified may be obtained on completion of an application form and on payment of the appropriate payment.

If a person making a **general search** is uncertain whether a reference found in the indexes relates to the entry for which he/she is searching, the Superintendent Registrar, on being given definite details by which the entry may be identified, may verify those particulars by reference to the register. Any additional information from the entry can only be made available in the form of a certificate.