

## **Death registration - Guidelines for applicants**

It is mandatory to register a death within 30 days of its occurrence (after which a levy of P5.00 is charged for every month of defaulting, up to a maximum of P100.00).

Such a report should be made by any adult relative of a deceased person and should be accompanied by a notice of death from the doctor ( Form CRD-2) or the Kgosi (chief) to the Registrar.

### **For Deaths that are certified**

Submit the tear off document of CRD-2 which is completed by the doctor who certified the death to the Registrar with full details of the deceased and form number to our office for the death certificate to be processed.

Some deaths may not have been registered at time of occurrence and in such events the declarant may request a duplicate of Notification of Death or letter from the Hospital as evidence for date and place of Death from medical records department.

### **For Deaths that are not certified by Health Practitioners**

Bring a letter from a local authority (chief/headman) indicating particulars of the deceased including place and date of death and then complete a Declaration of Death Form at the office.

### **Issue of certificates**

Upon receipt of a report of a death, the Registrar shall issue a death certificate. In the event of a late registration, such a certificate should be issued after a payment of a late registration fee.

### **Loss of certificates**

A letter of request for a duplicate certificate should be written to the Director accompanied by a P20.00 fee NB: Only spouses, children or parents/ guardian can request for a copy