



LAW OFFICERS
OF THE CROWN



H.M GREFFIER

In light of the spread of Severe Acute Respiratory Syndrome Coronavirus 2, the virus causing the spread of COVID-19 and Public Health measures being taken to prevent or slow the spread of infection, the Law Officers of the Crown and the Head of Registration of births, deaths and marriages at the Greffe, on behalf of Her Majesty's Greffier, have agreed the following procedures for completing:

- (i) Declarations of Deaths;
- (ii) Medical Certificates of Cause of Deaths; and
- (iii) Applications for Cremations.

These procedures will take effect from **Tuesday, 24th March 2020** until further notice.

These procedures are intended to minimise physical contact between undertakers, members of the public, medical staff and employees of the States of Guernsey where it can reasonably be avoided and to enable the usual authorisation, approval, or granting of relevant documentation relating to deaths, to be given electronically.



PROCEDURE FOR ELECTRONIC DEATH DOCUMENTATION

Effective from Tuesday, 24th March 2020

1. DECLARATIONS OF DEATH

- 1.1. Funeral Directors are asked to complete digital (including electronic signatures) or scanned copy of the written Declaration of death (Form B). Funeral directors can complete and sign this on behalf of the family of the deceased, provided that this is confirmed by email or by letter from the family of the deceased. This confirmation is to be submitted along with the Declaration of Death.
- 1.2. The completed Declaration of Death and any confirmation of authorisation to act, should be emailed to registrar@guernseyroyalcourt.gg. Please ensure that the deceased's name is included in the subject line of the email and please specify how many copies of the death certificate will be required.
- 1.3. The Registrar will register the death, if satisfied as to the above, but will await receipt of the Medical Certificate of Cause of Death before issuing a Burial Permit.

2. MEDICAL CERTIFICATE OF CAUSE OF DEATH

- 2.1. The medical practitioner can either complete a digital copy of the Medical Certificate of Cause of Death or a hand written and scanned version. In the signature box on the form, please ensure the medical practitioner both signs and prints their name (handwritten or electronically) in this box. Please could medical practitioners ensure that these certificates are completed in timely manner, within five days, to prevent potential delays¹.
- 2.2. The completed Medical Certificate of Cause of Death can then be emailed directly to registrar@guernseyroyalcourt.gg and please copy in the funeral director for their information. Please ensure that the deceased's name is included in the subject line of the email.

¹ Under the Law Relating to the Registration of Births and Deaths in the Bailiwick of Guernsey 1935, as amended, deaths must be registered within five days of death.



If the deceased was not last seen alive within 21 days before their death, the Registrar will forward this certificate to the Law Officers for their review.

- 2.3. The Registrar will then issue an electronic Burial Permit and this will be emailed to the relevant funeral director.

3. APPLICATIONS FOR CREMATIONS

- 3.1. If a Cremation is being applied for, the funeral directors should complete the Application for Cremation either in electronic form or handwritten and scanned.

Funeral directors can complete and sign Form A on behalf of the family of the deceased, provided that this confirmed by email or letter from the family of the deceased. This confirmation is to be submitted along with the Application for Cremation.

- 3.2. The Law Officers will accept electronic signatures (if this is practicable) throughout the form, including the Counter signatory on Form A but otherwise, and if preferred, they will accept a scanned version of Form A.
- 3.3. For completion of Form B and C of the Application for Cremation, this can be forwarded electronically to each party. An electronic template has been created by the Law Officers for this purpose.
- 3.4. The completed Application for Cremation, Burial Permit and any authorisation to act on the family's behalf, should be emailed to Coroner@gov.gg. Please ensure that the deceased's name is included in the subject line of the email.
- 3.5. This inbox will be monitored at least twice daily. In the event of an urgent application, please email the completed form and call the Law Officers on 743737 or the main office number 723355.
- 3.6. Authorised Applications for Cremation will be emailed to the relevant funeral director.

4. DEATH CERTIFICATES

- 4.1. Whilst it is still practicable to do so, and subject to any further advice from Public Health, the Greffe will continue to issue hard copies of any Death Certificates and



these will be posted to the funeral directors or, if requested, directly to the family. If this is required, please provide their postal address by email. If this situation changes, we will provide further updates via email.

CORRESPONDENCE/QUERIES:

If you have any queries regarding registrations of deaths etc. please email registrar@guernseyroyalcourt.gg.

For any general queries regarding sudden or unexpected deaths, post mortems, Applications for Cremations, inquests, etc. please email to Coroner@gov.gg.