

Registration Services

What to do when someone dies



All deaths in England and Wales are independently scrutinised, either by a Medical Examiner (ME), who is a senior medical doctor or are referred to a coroner.

MEs are supported by Medical Examiner Officers (MEOs), and their independent scrutiny includes a review of medical records, discussions with the doctors who are completing the Medical Certificate of Cause of Death (MCCD) and also discussion with the family.

If the cause of death is not natural or not clear the death will be referred to the coroner.

The following information and relevant contact details provides a summary of what will likely need to occur in the event of a death taking place.

Key contact details during office opening times:

Medical Examiner's Office – **0121 507 3473** – 8am-4pm Monday to Friday. Email: swbh.me-office@nhs.net

Coroner – **0121 569 7200** – Monday to Wednesday 8am to 4pm, Thursday 9am to 4pm and Friday 8am to 3.30pm. Email: secure_coroners@sandwell.gov.uk

Register Office – **0121 368 1188** Monday to Wednesday 9am to 4.30pm, Thursday 10am to 4.30pm and Friday 9am to 4pm On-line enquiries: my.sandwell.gov.uk to raise an enquiry online or [Contact Us](#)

Bereavement services – **0121 569 6700** Monday to Wednesday 9am to 4.30pm, Thursday 10am to 4.30pm and Friday 9am to 4pm. Email: bereavement_services@sandwell.gov.uk

Occasionally, urgent funeral arrangements might be necessary. In this instance services in Sandwell will look to support families in any way they can. Outside normal working hours, out of hours provision is available.

Out of hours provision:

Medical Examiner's Office – The Doctor completing the MCCD can call **0121 553 1831** ask for the on-call Medical Examiner - Every weekend and Bank Holiday excluding Christmas Day between 9am and midday.

Coroner – The Coroner is available on weekends and Bank Holidays to deal with Out of England requests between 10am and 1pm excluding Christmas Day. Contact with the Coroner will be made via the on-call Registrar.

Register Office – **07810 152159** 9am until 1pm - Every weekend and Bank Holiday excluding Christmas Day.

Bereavement services – **07391 414 254** - out of hours burial 9am-2pm between 1 October and 31 March and 9am-3pm between 1 April and 30 September. Every weekend and Bank Holiday excluding Christmas Day.



Death Occurs

