Forms Required

Form Y & Declaration
- Those can be completed and signed by the funeral director on behalf of the family, or family member
- All sections should be fully completed
- The Form Y and Declaration must be signed by the same person and dated with same date

Form A1 (Cremation Only)
- A family member must sign this form
- Forms Checklist must be completed
- The Death Abroad must be ticked
- Information regarding PF involvement must be completed
- Crematorium name and/or contact details must be noted on the form
- Hazard box information must be completed
- Declaration must be signed and dated by a family member. There is a supplementary application form a funeral director can sign in the event that the family member is unable to sign

Other Documentation Required
- the death certificate (or equivalent) and/or certificate of registration of death issued by the country where the person has died
- passport of the deceased (or another form of photographic ID)
- a post-mortem examination application (if applicable)
- any other relevant paperwork which has been received with the deceased

Note – to avoid causing unnecessary delays to families, we will require:
- an individual scanned copy of each document (we will not accept one scan, this will be returned with a request to send over each document as an individual document)
- documents titled as the content of document e.g. Passport, A1 Form, Form Y etc.
- all documents attached in a single email

Declaration – Guidance on completing form

Deprivation

(To allow DCRS to liaise directly with a Funeral Director, we ask that the Declaration and Form Y be completed, signed and dated by the same person)

This declaration should be completed and submitted with the ‘Application under section 18(2) of the Certification of Death (Scotland) Act 2011’

The applicant hereby certifies that to the best of their knowledge and belief the information contained within this application is correct and complete. The documents supplied are legitimate and have been verified by the applicant.

Signature of the applicant (manual or electronic attestation):
Name of the applicant:
Date: (please note Declaration and Form Y should be completed with the same date)

www.healthcareimprovementscotland.org

DCRS are happy to assist and guide you through the repatriation process. Our team of experienced assistants can offer the following:
- a telephone call on 0300 123 1898
- a face to face call via MS Teams (subject to availability)

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Declaration

Do you have charge of the place where the funeral is taking place?

Yes/No (please delete as applicable)

Section 4: Paperwork enclosed

Medical Certificate of Cause of Death (MCCD)/Certificate of death in the country in which death occurred (on a copy if the original is not available)

Certificate of Registration of Death issued in the country in which death occurred (or a copy if the original is not available)

Passport/other ID of deceased

Note: If a copy of a passport is not available another form of photographic ID will be required

Hospitals/health records

Insurance company paperwork

Police report

Form A Under the Cremation (Scotland) Regulations 1993

Other relevant information e.g. certificate declaring that death is not suspicious

FAQs

(please also refer to our FAQs leaflet for more information)

How do I get the relevant documents to the Death Certification Review Service?
Copies of documents can be emailed to us, however if we require original documents we will request that these are sent to us by recorded mail.

Do we need to arrange for the death to be registered in Scotland?
There is no requirement for the death to be registered in Scotland. You will have been provided with a death certificate from the country in which death occurred.

Can I make arrangements for the funeral?
Although initial discussions can take place with your funeral director, we recommend that any date is provisional until you have confirmation from the Death Certification Review Service that the funeral can go ahead. The reason for this is that we are unable to confirm in advance exactly how long the review process will take in an individual case.

What happens in the event of a post-mortem being required?
For some deaths that occur outside the UK, where no cause of death is available, it is possible to apply to the Death Certification Review Service for a post mortem examination. There may also be other circumstances when the family wish a post mortem examination. The medical reviewer can discuss this with you.

What happens if the documents require to be translated?
Not all documentation we receive will be required to be translated, however, should we decide a document requires translation, we will arrange this. This can take 2-3 working days or longer if some of the documents provided are more complex.