

**University Hospitals Sussex Mortuary Service**

Telephone 01903 285018 Email: uhsussex.wor.mortuary@nhs.net

**DECEASED NOTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME \*** |  | **FORENAMES \*** |  |
| **Date of Birth \*** |  | **Date of death** |  |
| **Place of death \*** |  | **Hospital Number \*** |  |
| **Funeral Date** |  |

Note – The place of death should be which hospital they have died in (Hospital cases) or the address that can be located on the Coroners authorisation of release paperwork (Coroners Cases)

The Hospital number can be located on the NOK signed authority form (Hospital cases only)

**Information marked \* is required enabling us to deal with your request and comply with HTA (Human Tissues Authority) regualtions. The hospital number is only required for hospital deaths with no Coroners involvement**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cremation** |  | **Burial** |  | **Coroners case** |  | **GP sign up** |  |

**Please mark an X in the relevant box.**

|  |  |
| --- | --- |
| FUNERAL ARRANGER REQUESTING  |  |
| FUNERAL DIRECTORS FIRM NAME AND ADDRESS |  |
| PHONE NUMBER |  |
| EMAIL ADDRESS(es) FOR RELEASE PAPERWORK TO BE SENT TO |  |

I/WE HAVE RECEIVED THE FOLLOWING AUTHORIZATION TO COLLECT THE DECEASED NAMED ABOVE

|  |  |  |  |
| --- | --- | --- | --- |
| NOK SIGNED AUTHORITY (blue form obtained through bereavement office signed by the family) |  | CORONERS CLEARANCE EMAIL (paperwork sent by the Coroners Offices authorising release) |  |

Put an **X** in the relevant box

NOTE: Please bring the above relevant “authorisation to collect” paperwork with you on collection of deceased as well as the Mortuary Clearance that will be sent to you via email once the deceased is clear to collect. Only these forms will be accepted by Mortuary staff.

Once complete please email this form as a **word attachment** to: uhsussex.wor.mortuary@nhs.net

**Opening times for collections are Monday to Friday 9am – 1pm and 2pm – 4pm for Worthing and St Richards.**

**By sending this form you are declaring that you have been instructed by the next of kin/Executor to carry out the funeral on the deceased named above. You should be aware that it is a criminal offence to make a declaration that you know to be false and for which you may be prosecuted. Please be aware that the information on this form may be of a sensitive nature, therefore please take care is ensuring that it is sent to the correct Email address**.

**PLEASE NOTE:** We are only able to supply sizes if time permits. Sizes are approximate; therefore if you need a special order coffin we advise you come and measure yourselves.