

Annex A

Details required	Guidance notes	Deceased details
Date of death		
Place of death	<p>This will be the name of the hospital or nursing home, the name or number of the house, the name of the street and village town etc.</p> <p>If the death took place in an ambulance, car etc then please record circumstances i.e. the locality of the vehicle when the death occurred and the intended destination.</p>	
Name and surname	<p>This should be the name they were known as at the time of his or her death. You should also establish if they are known by any other name currently or previously. These too should be recorded with some notes as to the circumstances to help the registrar ascertain how to record the information in the entry.</p>	
Sex	Male or Female	
Maiden surname of woman who has married	This is the surname in which a woman contracted her (first) marriage.	
Date of birth	Please provide approximate dates if exact date not known.	
Place of birth	Town and county/London borough or country of birth and only country if born outside UK.	
Occupation	<p>Please provide as much information as possible relating to the most recent occupation.</p> <p>Please also record whether the deceased was retired.</p>	
Usual address	<p>This should include the name or number of the house, name of the street and village or town. Where the death occurred in a hospital the deceased's usual address should be recorded.</p>	