



Detailed death certification process during COVID-19 – NOV 2020 for bereaved Family and Funeral Directors(FD)

•**The Next of Kin will:**

- Identify **one family member** who will communicate with the Funeral Director(FD) at all times
- Be available as a point of contact for FD, the Medical Professionals, the Coroner and the Registrar

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•**CONFIRMATION** of death

- A) Hospital Death - confirmed by staff, B) Community Death - immediately contact 999 if an unexpected death. Otherwise if an expected death call GP or MacMillan/District Nurses, as appropriate. Also, if unable to get through or if out of hours, you can call 111.

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•**CERTIFICATION** of death - A medical professional needs to issue an MCCD (Medical Certificate of Cause of Death). May require HM Coroner Referral if MCCD cannot be issued. The MCCD will be emailed to the register office at **RORegistrations@birmingham.gov.uk**

- It must have **"URGENT-MUSLIM"** in the subject line to expedite the registration of death.
- In the case of an Inquest Coroner Office will advise process/time of certification

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• Once this has been sent, a **family member** will need to complete the

• **Pre-Registration of Death Form online at** **<https://www.birmingham.gov.uk/xfp/form/706>**

- Use the following information to fill in the form:
Funeral Director: FD Address:
FD Email Address: FD Contact number:

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• **REGISTRATION** of death - Once the Pre-Registration of Death Form and the MCCD has been reviewed - Registrar will contact Next of Kin (NoK) to confirm the details.

- The registrar will e-mail a Green Form (Certificate of Burial) to Funeral Director. NoK will need to order (purchase) the Death Certificate via the Birmingham City Council - Register office website, at a later date.
- The Green Form will allow FD to arrange the time & place for burial

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• Once instructed by the Next of Kin, FD will undertake funeral rites of the loved one, FD will:

- transport the deceased to a Mosque/Site for ghusl and kafn.
- liaise with the authorities to obtain the necessary documentation on your behalf.
- FD will keep you informed at **four key points:**
 1. When all documentation has been received
 2. When offering the burial options
 3. Once the ghusl and kafn has been arranged/performed
 4. Once the burial slot has been confirmed

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• **At the cemetery**

- The Janazah Prayer will be performed at the Mosque/Cemetery just before burial.
- Only LIMITED family members are currently allowed to attend, plus 1 Imam. If you require FD to arrange for an Imam, please let FD know in advance, and they will make the necessary arrangements.
- In accordance with Public Health England guidance, those who have been in contact with the deceased, should self-isolate, and therefore will not be able to attend the Janazah.