

## What you need to know when a death occurs

### Summary of what you will need to do:

1. Notify the Synagogue Office on 020 7794 3949. If the Synagogue Office is closed, follow the instructions on the answer machine.
2. Follow the instructions of the coroner or other authorities if a post mortem or autopsy needs to be carried out.
3. Obtain a Death Certificate from the doctor or hospital stating the cause of death.
4. Make an appointment with the Registrar for Births, Deaths and Marriages and take the Death Certificate and any other information requested by the Registrar. You must obtain a "Green Form" before a funeral can take place.
5. Arrange the date and time of the funeral with the Synagogue Office.
6. Notify your family and friends
7. Speak to the Rabbi or officiant about the eulogy and other aspects of the funeral as well as *shiva* arrangements.

Please read through the more detailed advice in the Guide for the Bereaved for more information.