

Repatriation – Funeral Director’s Guide to completing paperwork

Forms Required

Form Y & Declaration

- These 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

Form A1 – Guidance on completing form

Death abroad (please tick this box)

- Healthcare Improvement Scotland (HIS) authorisation form. (please note: HIS require all paperwork which is returned with the deceased, this may include a police post mortem report, police reports, embalming certificate, death registration documents and shipping documents).

Section 1: Your information ('the applicant') (family member to complete this section)

This section is used to record your details. By completing this form you are the applicant for the cremation. If you are completing the form on behalf of a care facility or health body or organisation please use the business address and contact details. Please see Note 1 of the guidance notes for who can apply.

Applicants MUST be 16 years of age or older on the date the deceased died to apply for cremation. Applicants may be under the age of 16 if they are the parent of the child who has died, however, you may wish to seek the support of a parent or guardian if you feel it would be helpful.

Death abroad (please ensure appropriate procurator fiscal box is ticked)

If the death occurred outside the UK you will need to produce a copy of that country's equivalent of a certificate of death and the authorisation to remove the body from that country. Healthcare Improvement Scotland (HIS) must check all papers and will authorise the cremation. See Note 2 of the guidance notes for more details. **Procurator Fiscal (PF)**

If the PF has investigated the death, the cremation cannot take place until the PF has given approval. More information about the involvement of the PF is provided at Note 2 in the guidance notes. Please tick boxes below as applicable:

- Has the death been investigated by the procurator fiscal? Yes No
- If yes, has the cremation been approved by the procurator fiscal? Yes No
- Form E1 has been provided by the procurator fiscal Yes No

Section 3: Hazards (please ensure appropriate hazard boxes are ticked)

This section is used to record details of anything which might be a hazard during cremation – for example, certain implants or the presence of particular diseases. Certain hazards may need to be removed from the body before cremation can take place. Implants or devices may damage cremation equipment if not removed before cremation. Some radioactive treatments may endanger the health of crematorium staff.

Applicant's declaration

I declare that I have the legal right to apply for this cremation. To the best of my knowledge, the information I have provided is true and accurate. I confirm that the options for what can happen with the ashes have been explained to me and that I fully understand the option that I have chosen.

Signature of applicant: (family member signs and dates here)

Date (DD/MM/YYYY):

Signature of funeral director's representative: (Funeral Director signs and dates here)

Date (DD/MM/YYYY):

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.

Declaration - Guidance on completing form

Declaration

(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)

Form Y – Guidance on completing form

Do you have charge of the place where the funeral is taking place? Yes/No (please delete as applicable) Insert a line through Yes. If you own the crematorium/burial site, insert a line through No

Section 4: Paperwork enclosed (please ensure each box is ticked for any paperwork that has been received):

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| Medical Certificate of Cause of Death (MCCD)/certificate of death in the country in which death occurred (or 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 | Please note if a copy of a passport is not available another form of photographic ID will be required. |
| Hospital/ health records | |
| Insurance company paperwork | |
| Police report | |
| Form A under the Cremation (Scotland) Regulations 1935 | |
| Other relevant information e.g. certificate declaring that death is not suspicious | |

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)