

## Who is responsible for registering a death?

The funeral director or other person who arranges for the disposal of the deceased's body must collect all the information required for the registration of a death and submit it to the Victorian Registry of Births, Deaths and Marriages within 7 days of the disposal.

Additionally the doctor who signed the death certificate (or the Coroner where he/she authorises disposal of the body) must submit either a medical certificate or coroner's order as a proof of the death to the Registry.

## Can a death which occurred outside Victoria be registered in Victoria?

A death which occurs outside Victoria may be registered in Victoria in the following circumstances:

- If a person dies during a flight to an airport in Victoria, or on a ship during a voyage to a port in Victoria, the death may be registered in Victoria.
- If a person who is normally a resident in Victoria dies outside of Australia, or a person dies outside of Australia leaving property in Victoria, the death may be registered in Victoria. It would also be necessary to produce a death certificate from the country where the death occurred and evidence of Victorian residency or ownership of property in Victoria.

However, the Registrar is not obliged to register a death if the death is registered in another state or territory of Australia.

## Is a death certificate sent to the family after a death is registered?

A death certificate is provided to the family on request, following registration. A certificate fee applies.

The funeral director may request a death certificate on behalf of the next of kin and the certificate is issued directly to the next of kin.

## How can I obtain a death certificate?

Death certificates relating to deaths which occurred less than 10 years prior to the time of application can be made by the funeral director on behalf of the next of kin (death certificates are sent directly to the next of kin), by the next of kin directly or by the executor in accordance with the Registry's [policy on access to records](#).

Death certificates relating to deaths that occurred more than 10 years from the time of application are available to the public and may be accessed:

- online via the Registry's [historical index searches](#) for records from 1836 to 1985
- in person or via mail for records from 1853 to 1996.

Records accessed online are uncertified images. These records are used for family and historical research purposes and cannot be used in an official or legal capacity.

## What information is included on a death certificate?

Information on a death certificate includes: deceased's personal details, residential details, cause of death details, marriage and family details, parents' details, burial details and informant details.

## How long does it take to get a death certificate after lodging the application form?

The Registry requires between five to 10 working days to complete processing an application. Additional time should be allowed for postal delivery. The certificate can be mailed to you by Express Post (where available) at an extra cost.

Processing times may be extended if applications are incomplete or if the person responsible for registering the death has not submitted the required documentation to the Registry.

## **Fees**

There is no fee for registering a death. If a death certificate is required a fee of \$25.80 is payable.

If Express Post within Australia is required, a fee of AUD \$4.00 will be charged. Charges of AUD \$11.00 will apply for International Express Postage.

## **Application Form**

Download a [death certificate](#) application form here. You need [Adobe Acrobat Reader](#) to download this form.

You can also [apply online](#) for a death certificate.