



Following a Death in the Scottish Borders

What happens now — and how
Hastings Legal can help.

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The first steps matter.
We're here to help you take them.



First Things First

The process starts with a Medical Certificate of Cause of Death.

- If someone dies at home, call their GP.
- If in hospital or a care home, staff will arrange this.
- The doctor sends the certificate directly to the registrar — you do not need to collect it.

Registering the death

A death in Scotland must be registered within **8 days**.



What you need to do:

- Phone the registrar on **0300 100 1800**
- Arrange a registration appointment — usually by telephone or online call.
- Attend in person only if the registrar tells you it's necessary.

Who can register:

A close relative. If not, another relative, the executor, someone present at the death, or the funeral director.



What happens:

- Registrar confirms details with you
- You receive **one free abbreviated certificate - extras £10 each**
- **Form 14** to the funeral director
- You are **offered the Tell Us Once service**

Appointment details

Date: _____

Time: _____





When to begin

- Funeral arrangements normally **start once the death has been registered**.
- Many families contact a **funeral director** within the **first few days**.



Who to contact

- If the deceased left **instructions in their Will** or a **pre-paid funeral plan**, follow these.
- If there is **no Will**, the **nearest relatives** usually decide together.
- If a **solicitor** is the **executor**, they can confirm whether any instructions exist and liaise with the funeral director.

What the funeral director will do

- Guide you through options such as **burial or cremation**, type of service, transport, and notices.
- Handle paperwork such as **Form 14** from the registrar.
- Provide **estimates** and confirm how **costs** are managed (usually reimbursed from the estate later).

If there is a Will

- The **executor** will check and confirm any **funeral wishes**.
- Sometimes there is a separate **“Letter of Wishes”** with personal details.

If there is no Will

- **Relatives take the lead**.
- The **funeral director** will support you in making decisions.



Understanding Executry

What it is

Executry is the legal process of sorting out someone's estate when they die — including money, property, belongings, and debts.

Who does it

The person in charge is called the executor. If there's a Will, it usually names them. If not, a family member can apply to be appointed.



When it starts

This process doesn't begin immediately. It can be a lengthy process, depending on what's involved. In most cases, no funds can be distributed until at least six months after the date of death.



How we can help

We can help with the full process — or just the bits you need.



Next steps

After registering the death, there are practical details that can help things go more smoothly.

The following checklist shows documents you may be asked for, and people or services you may need to contact.

Need advice?
Call us on
01573 226 999

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What to Do Next: Practical Tasks



There is a lot to take in — use this space for anything you need to keep track of.

Key documents

Tick	Notes
☐ Medical certificate of cause of death	
☐ The Will	
☐ Birth, marriage or civil partnership certificates	
☐ NHS or CHI number	
☐ National Insurance number	
☐ Passport and driving licence	
☐ Recent Council Tax or utility bill	
☐ Bank details or statements	
☐ Car ownership documents (V5C)	
☐ Insurance policies	
☐ Title deeds or mortgage paperwork	
☐ Pension or state benefit information	

- ☐ **Cryptocurrency or digital assets** — e.g. Bitcoin, Ethereum, online wallets, exchange accounts.
Executors will need details of any accounts or “wallets,” plus the keys or passwords. Without these, the assets may be lost. Keep access information stored securely and let your executor know where to find it.



Contact	Number
Hastings Legal Contact	01573 226999
GP or hospital	
Funeral director	
Registrar	
Solicitor (if known)	
Executor(s), if not yourself	
Financial adviser or accountant (if applicable)	
Registry Office -	

Notes, Questions, and Conversations to Have

Use this space to jot down anything you’d like to ask, remember, or talk through — now or later.

Sharing Your Form with Hastings Legal

Submit

Print

Submit button may not work in your browser.
Open in Adobe Reader or email your saved form to legal@hastingslegal.co.uk.

