

## Information you will need to use the service

We want to make sure we give the right information to any organisations we contact. So we will need the following information about the person who has died:

### Checklist:

- Their National Insurance number and date of birth
- Details of any benefits or services they were receiving
- Their death certificate
- Their Driving licence or Driving Licence number
- Their Passport or Passport number

### We may also ask you for information about:

- Their next of kin
- Any surviving husband, wife or civil partner
- Anybody who is getting Child Benefit on their behalf
- The person dealing with their estate.
- You must obtain the agreement of the persons listed above if you are going to provide us with information about them.

## Next of Kin

If you are the next of kin and think you may be entitled to an increase in benefits, please bring your own National Insurance number along.

If you are not the next of kin, or the person who is dealing with the deceased's estate, you can still use the service if you have the authority to act on their behalf.

Please remember that it is still your responsibility to make sure that any organisation that pays you a benefit has correct and up to date information.

### Registration Contact Details

Lewis 01851 822620

Uist 01870 602425

Harris 01859 502367

Barra 01871 810431



COMHAIRLE NAN EILEAN SIAR

TELL US  
ONCE

# When someone has died.....

We can help you tell the people  
who need to know.

When someone has died, a number of  
government departments and services need  
to be formally told. Comhairle nan Eilean Siar  
can do all this for you.

## How the service can help you

When registering a death, time can be saved by telling  
key government and council departments of the change  
in your circumstances.



We're providing a new service where we can help you give the information to the Department for Work and Pensions. They then pass it on to a number of other government departments and local authority services.

## How you can contact us to use the service.

### There are different ways you can use the service:

**In person** – Please call your local registrar to book an appointment.

Lewis 01851 822620	Harris 01859 502367
Uist 01870 602425	Barra 01871 810431

**By telephone** – If you would like to speak to someone on the phone instead, please call the Department for Work and Pensions on 0800 085 7308. The lines are open Monday to Friday between 8am and 8pm. This number is free to call from a BT landline, but other providers, including mobile phone providers, may charge you. If you don't speak English, call us on 0800 085 7308 and one of our advisers and an interpreter will call you back and help you.

## Who we can give information to

### We will contact the following organisations if we need to:

- Department for Work and Pensions
  - o The Pension, Disability and Carers Service
  - o Jobcentre Plus
  - o Overseas Health Team
- HM Revenue & Customs
  - o Child Benefit
  - o Tax Credits
  - o Personal Taxation
- Identity and Passport Service
- Driver and Vehicle Licensing
- Ministry of Defence, Service Personnel and Veterans Agency
  - o War Pensions Scheme

## We can also contact the following services and organisations, if you ask us to:

- Council Tax
- Libraries
- Blue Badges
- Social Work (Adult Services and Children's Services)
- Collection of payment for council services
- Electoral Registration

## Additional services offered by Comhairle nan Eilean Siar

If you come and see an adviser, they will also be able to help you find other information and organisations that can help you:

## How we will treat the information you give us

We will treat the information you give us securely. The organisations we give your information to will use it to update records; to end services, benefits and entitlements as appropriate; and to resolve any outstanding issues. They may use the information we give them in other ways, but only as the law allows.

