

How do I complete this form?

Fill out the form on your device/laptop/pc. Print the form then sign the declaration. Post the original or scan/ photograph before e-mailing the completed form to your local HSE Civil Registration office. If you can't print the form, ask your local registration office to send you a blank form to complete.

Where can I find my local Civil Registration office?

Visit www.civilregistrationservice.ie for contact details.

What deaths may be notified?

The deceased must have been an Irish citizen and ordinarily resident in Ireland within 5 years of their death. Notification of a death abroad is voluntary. Deaths which occurred before and after the Record of Deaths Abroad was established can be recorded.

Who can complete and submit this form?

This form should be completed by a relative, civil partner or co-habitant of the deceased person or, if all of those persons are unavailable, another person having sufficient knowledge of the death.

What evidence do I need to provide with this form?

You need to provide:

- A copy of your photographic ID (for example: a passport, driver's licence, public services card)
- Evidence that the deceased person was an Irish citizen (for example a passport)
- Evidence that the deceased person was ordinarily resident in Ireland within 5 years of their death (for example tax or social welfare records, a utility bill, bank/financial statements, school/college attendance records)
- Evidence of the death abroad (for example a death certificate from the country where the death occurred, a death notice or obituary)

What happens after the form has been submitted?

The registrar will process the application and contact you directly if there are any outstanding issues. When the death has been recorded you will be able to request a copy/extract of the record.

Can I sign the record now?

No. Civil registration offices are temporarily closed due to COVID-19 restrictions.

Is there a fee for a certificate?

There is no charge for notifying the death or for a copy/extract of the record. Copies/extracts are available from the Registrar on request.

Notification of Death of an Irish Citizen Abroad



An Roinn Coimirce Sóisialaí
Department of Social Protection

This form can be posted or e-mailed to **your local Civil Registration Office**. **Contact details can be found at www.civilregistrationservice.ie**

PART 1 - PARTICULARS OF THE DECEASED

Forename

Surname

Birth Surname

Date of Birth

Gender

Address

Date of Death

PPSN

Place of Death

Place of Birth

Civil Status

Occupation

Occupation of Spouse/Partner

Forename and surname of father/parent

Forename and surname of mother/parent

IF DECEASED UNDER 18 YEARS

Occupation of Parent/Guardian 1

Occupation of Parent/Guardian 2

PART 2 - DETAILS OF INFORMANT

Forename(s)

Surname

Address

Qualification to Act as Informant

PART 3 - DECLARATION OF INFORMANT

I hereby declare, to the best of my knowledge, that the above details are correct and that the deceased was an Irish citizen and was ordinarily resident in Ireland within 5 years prior to their death.

Signature

Date

The Civil Registration Service administers Ireland's system of civil registration. A person is required by law to provide personal data to record a death abroad and personal data may be exchanged with other public bodies and public authorities where provided by law. A person is required to provide personal data when applying for certificates of vital events and for searches of indexes to the civil registers. The data policy of the Civil Registration Service is available at www.gov.ie/dsp/privacystatement or in hard copy on request.



CHECKLIST

Before you submit this form, tick the boxes beside each question.

Have you read the notes section of this form?

Have you completed all sections of the form?

Have you signed the declaration?

Have you enclosed:

A copy of your photo ID

Evidence of the death abroad

Evidence the deceased person was an Irish citizen

Evidence the deceased person was ordinarily resident
in Ireland within 5 years prior to their death