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**Circular via email to funeral directors and
all cremation authorities**

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ELECTRONIC TRANSFER OF FORM 14 WITH APPLICATION FOR CREMATION

The Cremation (Scotland) Regulations 2019 came into force on 4 April 2019. The Burial and Cremation (Scotland) Act 2016 and the 2019 Regulations allow for the electronic transfer of applications for cremation and Form E1 (if applicable).

National Records of Scotland (NRS), the Association of Registrars of Scotland (ARoS), the Scottish Government and the Inspector of Cremation have agreed that it is acceptable for the Certificate of Registration of Death (Form 14) to also be sent to crematoriums electronically (via email) from the funeral director or the applicant (if the services of a funeral director are not being used). The procedure is set out here:

The informant¹ will attend the registrar's office to register the death and the registrar will issue Form 14 (paper original) to the informant^{2**}. The person applying for the cremation (often the informant) then gives the Form 14 to the funeral director who is arranging the cremation along with the cremation application form to send to the crematorium.

If the applicant has given consent, the funeral director can scan the paper Form 14 and email the scanned version with the cremation application form and any other accompanying documents to the crematorium.

It is important that the cremation authority send an acknowledgement of receipt of Form 14 to the funeral director or the applicant (if the services of a funeral director are not being used): providing both the funeral director and the cremation authority with an audit trail. Once the acknowledgement is received from the cremation authority there is no need for the funeral director to keep the original paper Form 14 and the funeral director should destroy it.

The scanned version becomes the "version of record" and is kept by the cremation authority along with the application form to be retained for 50 years in accordance with the requirements of Regulation 3 of the 2019 Regulations.

¹ Term "informant" is used here as a generic term (it may be the next of kin or another person who registers the death).

² Registrars may offer to email a scanned Form 14 to a funeral director if the Form 11 (death certificate) has been selected for review. Each registrar will be able to confirm if they are able to do this. If a registrar is able to do this, it is imperative that the funeral director acknowledges to the registrar that they have received the Form 14. The acknowledgement can be done via email.

The right of cremation authorities to make further enquiries about an application is not affected by this change in procedure (Regulation 11 of the 2019 Regulations). The cremation authority always has the option to make further enquiries about an application for cremation before agreeing to accept the application.

This change in procedure is effective immediately.

Any questions about this circular can be addressed to the Burial and Cremation Team at the Scottish Government. The information has been added to the updated version of the guidance which accompanies the 2019 Regulations and will be reissued shortly.

This circular has been sent in agreement with and on behalf of:



Derek Grieve
Deputy Director
Directorate for Population Health



Robert Swanson
Inspector of Cremation



Cathy Dunlop
Honorary Secretary
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