

Please see below our Christmas 2024 and New Year 2025 opening times as well as some useful information for Havering Registration Service, Langtons House, Billet Lane, Hornchurch, RM11 1XJ

Birth Registrations

We will **not** be offering a Birth Registration Service at Langtons House from Friday 20 December 2024, full service will resume from Monday 6 January 2025. Appointments for Birth Registrations can still be made during this time by visiting www.havering.gov.uk/births

Death Registrations

There is no requirement for relatives to collect the Medical Cause of Death Certificate from the GP, hospital, hospice or care home.

A scanned copy of the signed certificate along with next of kin details will be emailed direct to us at the Register Office from the Medical Examiner.

Please be aware of the bank holidays as this may delay when the GP, Hospice or Hospital can email the required paperwork to the Medical Examines Office.

You can only make an appointment to register a death once you have received a call from the Medical Examiner's Office or if the coroner has completed their investigation and advised you to proceed with the registration.

How to book an appointment – please visit

[Register a death | London Borough of Havering – www.havering.gov.uk/deathregistration](http://www.havering.gov.uk/deathregistration)

Following the registration we will scan and email the green certificate for burial or cremation to the crematorium or cemetery direct and copy in the funeral directors.

If a timely burial is required a green form can be issued, however we can only issue this on receipt of a Medical Cause of Death Certificate emailed to us from The Medical Examiner. Providing the certificate meets the criteria for registration we can then issue the paperwork for the funeral to take place.

Notices of Marriage and Civil Partnership

Limited appointments will be available during the days a Normal Service* is being offered. Full service will resume on Monday 6 January 2025.

Date	Service	Opening Times
Monday 16 December 2024	Normal Service	9.00am – 5.00pm (Closed between 12-1pm)
Tuesday 17 December 2024	Normal Service	9.00am – 5.00pm (Closed between 12-1pm)
Wednesday 18 December 2024	Normal Service	9.00am – 5.00pm (Closed between 12-1pm)
Thursday 19 December 2024	Normal Service	9.00am – 5.00pm (Closed between 12-1pm)
Friday 20 December 2024	Normal Service	9.00am – 1.00pm
Saturday 21 December 2024	Pre-booked Death Registration Appointments only Emergency on call for Death Registrations Issuing of a Green Form for those that require a timely burial	9.00am – 3.00pm (Closed between 12-1pm)
Sunday 22 December 2024	Emergency on call for Death Registrations	9.00am – 12.00pm
Monday 23 December 2024	Normal Service*	9.00am – 5.00pm (Closed between 12-1pm)
Tuesday 24 December 2024	Normal Service*	9.00am – 5.00pm (Closed between 12-1pm)
Wednesday 25 December 2024	CHRISTMAS DAY CLOSED	CLOSED
Thursday 26 December 2024	BOXING DAY CLOSED Issuing of a Green Form for those that require a timely burial.	9.00am – 12.00am Langtons House is CLOSED
Friday 27 December 2024	Issuing of a Green Form for those that require a timely burial.	9.00am – 12.00pm Langtons House is CLOSED
Saturday 28 December 2024	Issuing of a Green Form for those that require a timely burial. Pre-booked Ceremonies ONLY	9.00am – 4.00pm (Closed between 12-1pm)
Sunday 29 December 2024	Issuing of a Green Form for those that require a timely burial	9.00am – 12.00pm Langtons House is CLOSED
Monday 30 December 2024	Normal Service*	9.00am – 5.00pm (Closed between 12-1pm)
Tuesday 31 December 2024	Normal Service*	9.00am – 5.00pm (Closed between 12-1pm)
Wednesday 1 January 2025	NEW YEARS DAY CLOSED Issuing of a Green Form for those that require a timely burial.	9.00am – 12.00pm Langtons House is CLOSED
Thursday 2 January 2025	Normal Service*	9.00am – 5.00pm (Closed between 12-1pm)
Friday 3 January 2025	Normal Service*	9.00am – 5.00pm (Closed between 12-1pm)

*We will **not** be offering a Birth Registration Service at Langtons House from Monday 23 December 2024, service will resume from Friday 6 January 2025.

Appointments for Birth Registrations can still be made during this time by visiting www.havering.gov.uk/births