

Departement Sicherheit und Umwelt

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Fact sheet on death

The most important things in brief ...

- Every death must be reported to the responsible civil registry office at the place of death **within 2 days**.
- In Winterthur, the cemetery administration also runs the funeral office. You can therefore clarify most questions about the funeral with the competent "funerals and cemeteries office" situated in Winterthur-Rosenberg.
- The civil registry office and this information sheet will help you when it comes to register the death in the civil status register and issuing a death certificate.
- The Winterthur Civil Registry Office is only responsible for registration of the deaths of persons whose death occurred in Winterthur itself or in the district of Winterthur.
- If the deceased person did not have Swiss citizenship, foreign documents may be required for civil registration. We will inform you about this by phone or at the counter.
- A death certificate can only be issued to you after registration of the death.

1. Notification of the death

- a. Person died at home:
The widow or widower, the surviving partner, the closest relatives or persons living in the same household, as well as any other person who was present at the death or found the body is obliged to report.
- b. Person died in an institution (hospital, retirement homes, etc.):
The management of the facility or its responsible employees are responsible for reporting the death within the stipulated period of a maximum of 2 days.
- c. If the death has not been reported, every authority that has become aware of the death is obliged to report it.
- d. Anyone who was present at the death of an unknown person or finds the body of an unknown person must notify the police immediately

2. Funeral

Attention:

The corpse may only be buried or cremated after the death has been reported.

For further information on funerals, please contact the responsible cemetery administration or the funeral office directly.

3. Repatriation abroad

Attention:

If a corpse is to be transferred abroad, a corpse passport is required. Such a certificate may also only be issued after the death has been reported. To do this, please contact the Institute of Forensic Medicine at the University of Zurich (IRM-UZH).

4. Issuance of the death certificate

a. Deceased person is already in the civil register:

In most cases, Swiss citizens and/or persons who have already had a civil status event in Switzerland are recorded in the electronic civil status register. In such a case, the death notice can be registered immediately after receipt of the death notice, the medical death certificate and the funeral information.

Only after the death has been registered will the entitled persons be issued with a death certificate, if they have ordered one.

b. Deceased person is not in the civil register:

This case mainly affects foreign nationals who have never had a civil status event in Switzerland. In order for inclusion in the electronic civil status register to take place, documents from the home country of the persons concerned must usually be submitted. The Winterthur Civil Registry Office will provide you with information on a case-by-case basis. Generic information is not possible, as many documents are country specific.