



## Burial Request Form

Town of Charlotte, Washington County, Maine

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### 1. Deceased Person Information

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_

Address at Time of Death \_\_\_\_\_

Funeral Home Information (Name, Address, Phone Number)

\_\_\_\_\_ Phone \_\_\_\_\_

### 2. Requestor Information

Name \_\_\_\_\_

Relationship to Deceased \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### 3. Burial Plot Information

Cemetery \_\_\_\_\_ Lot Number \_\_\_\_\_

Type of Burial    Full Burial    Cremation    Other \_\_\_\_\_

Monument Type    Headstone    Footstone    None    Other \_\_\_\_\_

### 4. Service Information

Type of Service Requested    Immediate Burial    Memorial Service    None

Requested Date/Time of Service \_\_\_\_\_

## 5. Burial Site Preparation

### Who Will Dig the Grave/Prepare the Burial Site?

Cemetery Supt   Contractor   Funeral Home   Other \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Date and Time of Grave Preparation \_\_\_\_\_

## 6. Requestor Signature

\_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_

### **Instructions for Submission**

*Submit completed form and required documents (Proof of Burial Rights, Death Certificate) at least 24 hours prior to requested burial date to the Cemetery Superintendent. Superintendent may request to meet to review burial location. The Town of Charlotte does not charge a fee for interment or processing.*

### **Official Town Use Only**

#### 6. Burial Rights & Compliance

|                                 |     |    |
|---------------------------------|-----|----|
| Proof of Burial Rights Provided | Yes | No |
| Death Certificate Provided      | Yes | No |
| Complies with Town Regulations  | Yes | No |

#### 7. Approvals

##### Cemetery Superintendent

\_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

##### Select Board

\_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_