

**What type of service is desired?**

Traditional Funeral Service with burial of the body and visitation \_\_\_\_\_  
Traditional Funeral Service then cremation after the service \_\_\_\_\_  
Cremation with visitation, memorial service and burial of the ashes \_\_\_\_\_  
Cremation with a visitation and memorial service \_\_\_\_\_  
Cremation with a memorial service only \_\_\_\_\_  
Cremation with a visitation only \_\_\_\_\_  
Direct Cremation – No Service \_\_\_\_\_

**Information needed to complete the death certificate**

Deceased's full name \_\_\_\_\_  
Male or Female \_\_\_\_\_  
If female, deceased's maiden name \_\_\_\_\_  
Deceased's current address \_\_\_\_\_  
\_\_\_\_\_

Where was the deceased born City, \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
Deceased's date of birth \_\_\_\_\_  
Deceased's Father's name \_\_\_\_\_  
Is the deceased's Father still living \_\_\_\_\_  
Deceased's Mother's name \_\_\_\_\_  
Is the deceased's Mother still living \_\_\_\_\_  
Deceased's Mother's maiden name \_\_\_\_\_  
Deceased's occupation \_\_\_\_\_  
Deceased's employer \_\_\_\_\_  
Bring the deceased's Social Security number to the funeral home  
Is the deceased married, never married, divorced or widowed \_\_\_\_\_  
If married Spouse's name \_\_\_\_\_  
Is the spouse still living \_\_\_\_\_  
Deceased's religion or church affiliation \_\_\_\_\_  
How is the deceased's name written on their Social Security Card \_\_\_\_\_  
\_\_\_\_\_

Deceased's date of birth \_\_\_\_\_  
Was the deceased ever in the military \_\_\_\_\_  
What branch of service \_\_\_\_\_  
If you would like for the military to come and fold the flag & play taps at the service then the funeral home will need a copy of the deceased's discharge papers from the military also known as the DD-214.  
Highest level of education \_\_\_\_\_  
If the deceased did not graduate from high school then what grade in school did they complete \_\_\_\_\_

### **Information for the obituary**

Name of the college, year the deceased graduated and what type degree received \_\_\_\_\_

\_\_\_\_\_

The deceased's surviving children, brothers, sisters, grandchildren, great grandchildren along with their spouses and the city and state where they currently reside.

Surviving Children \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surviving brothers \_\_\_\_\_

\_\_\_\_\_

Surviving sisters \_\_\_\_\_

\_\_\_\_\_

Surviving grandchildren \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Surviving great grandchildren \_\_\_\_\_

\_\_\_\_\_

List of children that preceded the deceased in death \_\_\_\_\_

\_\_\_\_\_

List of siblings that preceded the deceased in death \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will flowers be accepted at the service \_\_\_\_\_

Would the family like donations to be made to a church or charity \_\_\_\_\_

If you chose a charity, please provide the name, mailing address and/or weblink for online donations.

\_\_\_\_\_

**Information to plan the service**

Who would the family like to speak or preach at the service \_\_\_\_\_

Would any family members like to give a eulogy \_\_\_\_\_

Would the family prefer a graveside service, a chapel service or church service?

What songs would the family like played during the service? Normally you do not want over 3 songs. 1 or 2 songs played during the service is average.

Name of the cemetery for the burial \_\_\_\_\_

Lot number or who will the deceased be buried by \_\_\_\_\_

List of pallbearers 6 or 8 \_\_\_\_\_

Honorary Pallbearers – You may want to list a group name. Examples: The deceased's Sunday School Class or A Civic Organization that the deceased attended \_\_\_\_\_

There is a place in the service folder that the family may put a special poem, Bible chapter like Psalm 23, or lyrics of a song. What would your family like to use?

When selecting clothing for a burial, long sleeves and conservative necklines are best. When you go to the funeral home to make the funeral arrangements, you should take the clothing for the deceased including undergarments. You will also want to take a photo of the deceased that you would like used on the website and the service folder. Pictures from cell phones can also be used.

Write a brief summary of the deceased's achievements, clubs and hobbies along with anything you would like included in the obituary \_\_\_\_\_