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In an effort to assist you at a difficult time, we have put together a list of some important information needed when making funeral arrangements. You may find it helpful to review the checklist below before meeting with a funeral director.

Data needed to prepare a Death Certificate:

□ Full Legal Name

□ Date of Birth, City, County and State of Birth □ Parents' Full Legal Names including Mother's Maiden Name □ Social Security Card (or number) □ Name and Date of Birth of Spouse (Maiden Name of Wife) □ Legal Residence – County and whether inside City Limits ☐ Years of Education and Type of Degree □ Occupation and Industry □ Veteran Information (General Service Information, Branch of Military) □ Name of Cemetery, City and State Other helpful information to be brought in when making arrangements: ☐ Birth Certificate (if available) ☐ Military Record of Separation or form DD214, if applicable ☐ List of Surviving Relatives and their Cities of Residence □ Recent Photograph – Important for staff to reference for your loved one's complexion, cosmetics and hair style. ☐ Recent Photograph for Newspaper/Website Obituary □ Biographical Notes – organizations, hobbies, community involvement, etc. ☐ Insurance Paperwork

Clothing – A full set of clothing is utilized, including undergarments. Shoes are not necessary. For women, a dress or outfit closed at the neckline and long sleeves is desirable. Please bring a favorite lipstick and nail polish if worn by your loved one. For men, a suit or sport coat is appropriate. Casual clothes with long sleeves and a closed neckline are appropriate as well. If you do not have clothing already chosen, we can assist you in making a selection.

□ Pre-arrangements with funeral home or cemetery (if any)

☐ Memorial Contribution Preference

□ Date of Marriage

Other Personal Items – Jewelry, watches, eye glasses and religious or personal items (rosary, medals) may be brought in when the arrangements are made. On the day of the funeral, we will confirm which items you wish to be left in the casket and which are to be removed.

Cremation – Although not required, we recommend the family bring in clothing.

