

CREMATORY RECORDS REQUEST

Name of Crematory: _____ (the "Crematory")

Address of Crematory: _____

Contact and Telephone No.: _____

Name of Funeral Home: _____ (the "Funeral Home")

Address of Funeral Home: _____

Contact and Telephone No.: _____

The Funeral Home is requesting that the Crematory provide copies of the records listed below or, if the records are not available, please explain why in the space provided. The Funeral Home needs the requested records as part of its due diligence investigation to make sure that any crematory it uses is operating in a lawful and professional manner. Your cooperation is greatly appreciated.

Please return the records with a completed copy of this Crematory Records Request form to the Funeral Home at the address listed above. If you have any questions, please call the Funeral Home contact listed above. Thank you in advance for your prompt response.

IF A REQUESTED RECORD IS NOT PRODUCED, PLEASE EXPLAIN WHY.

1. Policy and Procedure Manual for Crematory.

Copy Provided.

Copy Not Provided Because: _____

2. State Crematory License or Permit.

Copy Provided.

Copy Not Provided Because: _____

3. Copies of Membership Certificates from CANA, Better Business Bureau or Other Organizations.

Copy Provided.

Copy Not Provided Because: _____

4. List of Crematory Operators Employed by Crematory and a Copy of any Operator Certification each has.

Copy Provided.

Copy Not Provided Because:_____

5. Copies of Liability Insurance Policy and Professional Liability (Errors and Omissions) Insurance Policy Carried by Crematory.

Copy Provided.

Copy Not Provided Because:_____

6. Copies of Cremation Authorization Form and Any Release Forms Used by Crematory.

Copies Provided.

Copies Not Provided Because:_____

7. Copies of All Body Acceptance Receipt Forms and Cremated Remains Receipt Forms Used by Crematory.

Copies Provided.

Copies Not Provided Because:_____

8. Copies of All Price Lists Used by Crematory.

Copies Provided.

Copies Not Provided Because:_____

9. Copies of Any State Inspection Reports of the Crematory.

Copies Provided.

Copies Not Provided Because:_____

10. Copies of Most Recent Maintenance/Inspection Reports or Logs Used Internally by the Crematory for its Equipment.

Copies Provided.

Copies Not Provided Because:_____