



Catholic Cemeteries of Long Island

Inurnment of Cremated Remains - Info Sheet

Requested Date/Time of Service	
Date	
Time*	
<i>* OT charges apply after 2:00PM Mon-Fri / after 12 Noon Sat</i>	

Plot/Niche/Crypt Information	
Cemetery	
Section/Mausoleum	
Range/Corridor	
Plot/Tier/Crypt #	
Name of Original Owner	
Do you have Original Cemetery Certificate (Deed)?	☐ YES ☐ NO

Decedent Information	
Name of Deceased	
Maiden Name (if applicable)	
Address	
City, State, Zip	
Relationship to Original Owner	
Age	
Date of Birth	
Date of Death	
Place of Death	
Veteran/Police/Fire (check any that apply)	☐ Veteran ☐ Police ☐ Fire
Branch of Service (if applicable)	
Was a Funeral Mass held?	☐ YES ☐ NO
Parish for Funeral Mass	
Date & Time of Funeral Mass	
Urn Size	
Do you have Original Cremation Certificate?	☐ YES ☐ NO

Person Making Arrangements	
Name	
Address	
City, State, Zip	
Phone #	
Email Address	
Relationship to Deceased	
Relationship to Original Owner	
If NOT Next of Kin, list Next of Kin and their relationship to Original Owner	

Once you have completed this form, please return to the cemetery office. One of our Customer Service Representatives will review the form and will reach out to you to confirm the next steps.

Form can also be completed online at <http://www.CCLongIsland.org>



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Checklist of Items to be Presented at Cemetery Office on Day of Committal Service

- ☐ **Original Cemetery Certificate (Deed) --OR-- Signed & Notarized Permit to Open Affidavit**
 - Photocopies of certificate **not acceptable**
 - If original certificate is not available, cemetery will provide a Permit to Open affidavit which must be **signed and notarized**
- ☐ **Original Cremation Certificate**
 - Certificate usually comes in the box with the cremated remains from the crematory
- ☐ **Signed & Notarized Committal Letter**
 - Affidavit provided by cemetery, to be completed by the current certificate holder or next of kin
- ☐ **Payment for all cemetery fees**
 - Credit/Debit Card (MasterCard, Visa, Discover) or certified/bank check
 - American Express and personal checks are **not accepted**
- ☐ **Cremated Remains in Appropriate Urn**
 - **Niches:** Review the regulations for your niche type which are specified in the printed rules signed at the time of purchase. Urns placed in glass front niches must conform to certain standards set forth by the cemetery. Please check with the office for additional information.
 - **Plots:** Urns are placed in a vault prior to burial. Maximum urn size should not exceed **12.5" Long x 6" High x 7.5" Wide**
 - The standard container from crematory meets requirements **unless** remains are being inurned in a glass niche.
- ☐ **Priest Lines Certificate (when required)**
 - Document from parish church or hospital chaplain confirming decedent's eligibility for burial in a Catholic cemetery