



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Lindsay Mumm, Graduate Intern
Tracey Dunlap, Deputy City Manager
Committee Cemetery

Date: August 25, 2016

Subject: KIRKLAND CEMETERY POLICY AND PROCEDURE REVIEW

Recommendation

City Council receives an update on the Kirkland Municipal Cemetery policy and procedure review.

Background

The City operates the Kirkland Municipal Cemetery within the guidelines of both the Administrative Policy Manual, Chapter 6, Policy 6-5 (APM), and Kirkland Municipal Code Chapter 3.92 (KMC). The Cemetery's care, maintenance, and burials are provided by the Parks & Community Services Department, with sales and administration provided by the Finance & Administration Department.

Following some records and documentation issues in 2015, staff began reviewing the Cemetery's policies and procedures, including the following major tasks:

1. Update cemetery forms and procedures to be more comprehensive,
2. Perform a review of cemetery records,
3. Schedule Cemetery Committee meetings on a quarterly basis to review documentation and issues of each prior quarter (the Cemetery Committee includes the Directors of Parks & Community Services and Finance & Administration as well as Cemetery staff in both departments), and
4. Review and update Cemetery Policies for consistency with best practices from the City's insurance pool (WCIA) and local cemeteries.

Director of Finance & Administration, Michael Olson, presented an update on the process to City Council on July 19, 2016. The purpose of this memo is to summarize the results of tasks 1 and 4, conducted by Graduate Intern Lindsay Mumm during June through August 2016.

Policy Review

Staff reviewed the Revised Code of Washington (RCW) related to public cemeteries, KMC 3.92 (Attachment A), and Washington Cities Insurance Authority (WCIA) best practices (Attachment B). A table was created to compare the City's cemetery provisions with the WCIA best practices, the cemetery provisions of 50 other cities in Washington, and relevant RCWs. To narrow the comparison cities, Deputy City Manager, Tracey Dunlap, selected four mid-size cities most similar

to Kirkland: Auburn, Bellingham, Edmonds and Puyallup. Attachment C is an excerpt from the comparison for those cities.

Staff interviewed cemetery managers from Auburn, Bellingham, Edmonds and Puyallup on their cemetery policies and practices. Staff also interviewed Kirkland cemetery administrative staff and Parks operations staff to better understand current practices and identify areas of improvement.

Based on the WCIA best practices, RCWs, and external and internal interviews, staff prepared edits to the APM in track changes mode for consideration by the Cemetery Committee (see draft in Attachment D). An initial draft was presented to the Cemetery Committee on July 20, 2016. A final draft was reviewed at the August 22, 2016 Cemetery Committee meeting. Many of the APM edits sampled language from other Washington public cemetery municipal codes. Key changes include:

- Standardize APM language and content to align with KMC and current practice,
- Update cemetery conduct rules and consequences for violating rules,
- Update listed order of next of kin,
- Add a section to allow for the correction of errors, and
- Clarify the limitation on liability for damage to memorials outside of reasonable care and maintenance.

Changes to administrative policies may be approved by the City Manager as an administrative process and do not require formal Council approval. Staff is planning to bring back a housekeeping ordinance to a future meeting to make minor adjustments to the language in the KMC 3.92 to ensure consistency of terminology between the policies and the KMC.

Procedure Review

Staff reviewed a City cemetery administration staff desk manual from January 2005 and updated it to reflect current practice and procedure improvements (see draft in Attachment E). Key changes include:

- Restructured manual to be a step-by-step guide for cemetery administration staff,
- Clarified communication between cemetery administration staff and Parks operations staff, and
- Clarified when supervisor review is required.

Staff updated Cemetery forms to ensure all necessary information is collected at each stage of the cemetery plot sale and interment/inurnment process. Key changes include:

- A new form to enable Parks operations staff to more easily sign off on cemetery placements or dis-interment/dis-inurnments on-site at the cemetery, and
- Forms for individuals to certify or declare they are next of kin and/or have the right to inter/inurn and dis-inter/dis-inurn remains.

Fee Review

The July 20, 2016 Cemetery Committee meeting generated questions regarding selected fees on the City's cemetery rate schedule (see Attachment F). Staff reviewed the four comparison city cemeteries' fees and conducted follow-up interviews with their cemetery managers to clarify selected prices and services. At the August 22, 2016 Cemetery Committee meeting it was decided that:

- The City should no longer offer City installation of concrete flush marker borders; all borders should be constructed by outside memorial vendors, and
- The City's upright marker setting fee is in line with other public cemeteries and appropriate to cover any future costs to move the marker to accommodate nearby burials.

At a future Cemetery Committee meeting the Committee will review the price of plots and niches and see whether any market-based adjustments should be made to those prices. Staff will inform the Council if such changes are proposed, along with relevant background information supporting any proposed change.

Summary of Recommendations

To summarize, the primary recommendations of the policy and procedure review conducted by the Graduate Intern are:

- Update the APM to better align with RCWs, WCIA best practices, and best practices from a survey of four comparable municipal cemeteries in Washington,
- Update cemetery website to align with the APM edits,
- Update the cemetery administration staff desk manual, and
- Update cemetery property purchase, internment/inurnment, and dis-interment/dis-urnment forms.

Next Steps

The Cemetery Committee is moving forward with the process to implement the recommendations. Staff is continuing with a detailed review of the Cemetery records and another progress report will be provided late in 2016. A housekeeping ordinance to update KMC 3.92 will be brought forward as a consent item to a future meeting.

Chapter 3.92 CEMETERY

Sections:

- [3.92.010](#) Maintenance and operations.
- [3.92.020](#) Cemetery committee.
- [3.92.030](#) Charges for residents and nonresidents.

3.92.010 Maintenance and operations.

The director of parks and community services, or his or her designee, shall be responsible for the maintenance and operation of the Kirkland Cemetery. The director of finance and administration, or his or her designee, shall be responsible for administering the finances of the Kirkland Cemetery. (Ord. 4176 § 2 (part), 2009)

3.92.020 Cemetery committee.

The city manager is authorized and directed to establish the cemetery committee. The committee will consist of the director of finance and administration or designee, the director of parks and community services or designee, and representatives from the parks maintenance and cemetery administration staff.

The cemetery committee shall periodically review and make recommendations to the city manager on: (1) cemetery policies; (2) long-term and operational plans for the cemetery; and (3) rates to be charged for services, burial lots and cremated remains sites.

In determining such rates, the cemetery committee shall take into consideration the cost to the city in rendering services, increases in the Consumer Price Index or other indices, and the rates charged by other cemeteries in the area for services, burial lots and cremated remains sites. The rates recommended by the cemetery committee to the city manager shall become effective upon approval by the city manager and the filing of the rates with the finance and administration department. (Ord. 4491 § 10 (part), 2015; Ord. 4176 § 2 (part), 2009)

3.92.030 Charges for residents and nonresidents.

The rates charged for burial lots and cremated remains sites (niche walls) and services shall be based on whether the lot or site is purchased for a resident or a nonresident of the city of Kirkland. The rates charged for burial lots and cremated remains sites (niche walls) for nonresidents of the city of Kirkland shall be fifty percent higher than the rate for residents of the city of Kirkland. For the purpose of this chapter, a person shall be considered a resident of the city of Kirkland if: (1) he or she was born in the city of Kirkland, or has lived in the city of Kirkland for a period of ten or more continuous years at any point in his or her life, or is a current resident of the city of Kirkland; or (2) he or she has an immediate family member who currently resides in the city of Kirkland. For the purpose of this chapter, an "immediate family member" shall be the spouse, domestic partner, parent, child or sibling of the person. As used in this section, "domestic partner" means a person who meets the city's domestic partner eligibility criteria and signs an affidavit or declaration to that effect. Residency rates will be determined based on the above criteria at the time of purchase. (Ord. 4182 § 1, 2009; Ord. 4176 § 2 (part), 2009)

The Kirkland Municipal Code is current through Ordinance 4527, passed July 19, 2016.

Disclaimer: The City Clerk's Office has the official version of the Kirkland Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

**PAR.01
CEMETERIES**

Issued: 01/88
Revised: 12/99
Revised: 02/06
Revised: 06/11
Revised: 06/15

POSSIBLE EXPOSURES:

Members who operate public cemeteries can be exposed to potential claims and lawsuits from injuries or property damage due to lack of or inadequate maintenance, improper mowing operations, misplaced remains or markers relating to inadequate documentation and injuries to employees resulting from poor training programs. Members can also be exposed to regulatory fines or sanctions stemming from failure to comply with statutory mandates.

RECOMMENDED CONTROLS:

All public entities operating cemeteries should adopt policies and procedures as well as rules and regulations. These should include but not be limited to:

1. Definitions of such things as burial, remains, grave, interment, mausoleum, lot, plot, niche, etc.
2. General rules such as hours of operations, traffic control, and orderly conduct.
3. Lot and burial rights, including clear prohibition of discrimination based on any protected class status in accordance with [RCW 49.60.030](#).
4. Lot care: criteria for acceptable markers and headstones, special care, prohibited activities and materials. Such criteria should be strictly content neutral. Acceptable prohibitions may include, for example, regulations based upon size, placement, number, lighting, and the like.
5. Food items should be prohibited due to attracting vermin.
6. Correction of errors: burial and /or markers.
7. Descent of title.
8. Interment and Disinterment: notice, procedures, payment for services.
9. Plants and shrubs: Authorized or unauthorized.
10. Enforcement of rules: procedures for violations.
11. If a Cemetery Board or Commission is created, the make-up of the members and their duties and scope of authority to take action should be clearly stated.
12. Proper survey of cemetery boundary and labeled plot locations.

Contracted Services:

If a public entity contracts with an outside organization for the operation of a public cemetery, a contract should be drafted clearly outlining the responsibilities of each party.

The contract should include indemnification and hold harmless language favorable to the Member as well as insurance coverage required from the contractor. For more specific information regarding indemnification/hold harmless language and insurance requirements, please refer to ADM.21 INSURANCE AND INDEMNITY REQUIREMENTS FOR CONTRACTS.

Cemeteries should comply with [RCW 68.52](#) addressing public cemeteries and morgues. In accordance with [RCW 36.39.030](#), it is the county's responsibility to provide for the disposition of the remains of any indigent person who dies within that county and whose body is unclaimed by relatives or a church organization. Please see [RCW.68.52](#) and [RCW.36.39.030](#).

Inspection and Maintenance:

1. Ground work includes but should not be limited to maintaining markers, mowing grass, pruning trees and other vegetation, and maintaining roadways, sidewalks and the parking areas. These areas of operation should undergo routine inspection and be repaired when necessary
2. Personnel should receive the training necessary to operate the equipment used at the cemetery. They should be supplied with the required Personal Protective Equipment (PPE) and trained on its use.
3. Equipment should be inspected and maintained on a routine basis. Items such as tents, canopies, chairs, etc., should be inspected prior to use to identify and repair or remove any faulty equipment.
4. All maintenance, inspections and repairs should be documented. Documentation should include:
 - a. Date of inspection/repair
 - b. Person conducting the inspection/repair
 - c. Action taken
 - d. Further action necessary, if applicable

For further information please refer to: [PAR.04](#)

5. Unauthorized items should be removed (i.e. decorations over 30 days old, any diseased/dead shrubs or plants, food, etc.).

Records:

Members should comply with the applicable records retention schedules for local governments, principally contained in the *Local Government Common Records Retention Schedule (CORE) & Records Management Manual*, which can be found on-line at: [Local Government Common Records Retention Schedule](#). Agencies should consult the specific records retention schedule prior to purging any documents.

1. When a call for an interment is received the following information should be recorded:
 - a. Date (when call is received)
 - b. Full name of deceased (First, Middle & Last)
 - c. Date of Birth & Date of Death
 - d. Type of vault/burial
 - e. Funeral director in charge – including name, address and phone number
 - f. Next of kin for the deceased – including name, address and phone number
 - g. Date and time of burial
 - h. Follow-up with written agreement for interment arrangements signed by Funeral Director or next of kin.

2. [RCW 68.50.240](#) specifies that: “The person in charge of any premise on which interments or cremations are made shall keep a record of all remains interred or cremated on the premise under his or her charge, in each case stating the name of each deceased person, date of cremation or interment, and name and address of the funeral establishment.”

WCIA and RCW - Washington city comparison

WCIA/RCW	Definition	Specific topic	Kirkland	Proposed APM change	Auburn	Bellingham	Edmonds	Puyallup	4 select cities	
									No	Yes
WCIA #1	Definitions	Burial, remains, grave, interment, mausoleum, lot, plot, niche, etc	Yes	None	Yes	No	No	Yes	2	2
WCIA #2	General rules	Animal policy	No	Yes, added	No	No	No	Yes	3	1
		Conduct and general rules and regulations	No	Yes, added	No	No	No	No	4	0
		Firearms	No	None	No	No	No	No	4	1
		Traffic control	No	Yes, added	No	No	No	Yes	3	1
WCIA #3 and RCW 49.60.030	Lot and burial rights, prohibition of discrimination	Non-discrimination policy	No	None, the Cemetery is covered by the City's non-discrimination policy	No	No	No	No	4	0
WCIA #4	Lot care	Acceptable markers, special care, prohibited activites/materials	Yes	None	Yes	Yes	No	Yes	1	3
WCIA #5	Food items should be prohibited	Food policy	No	Yes, added	No	No	No	No	4	0
WCIA #6	Correction of errors	Correction of errors	No	Yes, added	No	No	No	No	4	0
WCIA #7 and RCW 68.32.110	Descent of title	Descent of title	Yes, refers to 68.32	None	No	No	No	No	4	0
WCIA #8	Interment and Disinterment	Disinterment	Yes	None	No	No	No	Yes	3	1
		Lot Sales, Ownership and Interment	Yes	Yes, added	Yes	Yes	No	Yes	1	3
WCIA #9	Plants and shrubs	Decorations	Yes	None	Yes	Yes	No	Yes	1	3
WCIA #10	Enforcement of rules	Violation of rules	No	Yes, added	Yes	No	No	Yes	2	2
WCIA #11 and RCW 68.05	Cemetery Board/Commission	Duties and frequency of meetings	Yes	Yes, added	Yes	No	Yes	No	2	2
WCIA #12	Proper survey of cemetery boundary	N/A	N/A	N/A	Yes	No	No	No	3	1
RCW 36.39.03	Welfare/indigent burials	Welfare/indigent burials	Yes	None	No	No	No	No	4	1
RCW 68.32.060	Reselling plots	Reselling plots	Yes	None	No	No	No	Yes	3	1
RCW 68.36	Abandoned lots	Abandoned lots	No	Yes, added	No	No	No	No	4	0

WCIA and RCW - Washington city comparison

RCW 68.40.100	Endowment care	Endowment care	No	None	Yes	Yes	No	Yes	1	3
None	Ash scatter garden	Ash scatter garden	No	None	No	No	No	No	4	0
None	Debt/mortgaging of grave space	Debt/mortgaging of grave space	No	None	Yes	No	No	No	3	1
None	Grade of the cemetery	Grade of the cemetery	No	None	Yes	No	No	No	3	1
None	Gratuities	Gratuities	No	None	No	No	No	Yes	3	1
None	Interment of friends	Interment of friends	No	None	Yes	No	No	Yes	2	2
None	Liability	Liability	No	Yes, added	No	No	No	No	4	0
None	Lost and Found	Lost and Found	No	None	No	No	No	Yes	3	1
None	Next of kin	Next of kin definition	Yes	None	No	No	No	No	4	0

WCIA Inspection and Maintenance	Definition	Specific topic	Kirkland		Auburn	Bellingham	Edmonds	Puyallup	4 select cities	
									No	Yes
WCIA #1	Ground work	Maintain markers, mow, pruning, maintain roadways, sidewalks, parking areas	Yes		Yes	Yes	Yes	Yes	0	4
WCIA #2	Personnel training	Equipment training and provided Personal	Yes		Yes	Yes	Yes	Yes	0	4
WCIA #3	Equipment	Inspect and maintain equipment (tents, canopies, chairs)	Yes		Yes	Yes	No	Yes	1	3
WCIA #4	Documentation of maintenance, inspections and repairs	1) date of inspection/repair 2) Person conducting the inspection/repair 3) Action taken 4) Further action necessary, if applicable	No		No	No	No	No	4	0
WCIA #5	Unauthorized items removed	Decorations over 30 days old, diseased/dead shrubs or plants, food,etc	Yes		Yes	Yes	No	Yes	1	3

WCIA Records - when a call for an interment is received the following information should be recorded:

Item	Definition	Kirkland	Proposed form change	Auburn	Bellingham	Edmonds	Puyallup	4 select cities	
								No	Yes
Date	When call is received/or a meeting	Yes	None	Yes	Yes	Yes	Yes	0	4
Deceased information	Full name and date of birth & date of death	Yes	None	Yes	Yes	Yes	Yes	0	4
Burial information	Date and time of burial; type of vault	Yes	None	Yes	Yes	Yes	Yes	0	4
Funeral director in charge	Name, address and phone number	No (funeral home name only)	Yes, added	Yes	Yes	No	Yes	1	3
Next of kin for the deceased	Name, address and phone number	No	Yes, added	No	Yes	No	Yes	2	2
Follow up	Written agreement for interment arrangements signed by Funeral Director or next of kin	Yes	None	Yes	Yes	Yes	Yes	0	4

DRAFT 8/25/16

Administration and Operation of the Kirkland Cemetery

Chapter 6

Policy 6-5

Effective Date: October, 2003

A. PURPOSE

~~To provide policy guidelines and operational rules for the administration of the City of Kirkland Cemetery. This policy applies to all persons utilizing the City of Kirkland Cemetery. These policy guidelines shall only be amended in accordance with the City process for establishing or revising policies Chapter 1, Policy 1-1 now as hereafter amended.~~

Commented [LM1]: Source: Kirkland's Process for Establishing or Revising Policies Chapter 1 Policy 1-1

B. DEFINITIONS

1. "Border," the concrete edging around the marker to protect the marker from damage and to allow trimming around the marker.
2. "Burial," the placement of human remains in a grave.
3. "Cemetery," any place used and dedicated for cemetery purposes by the City.
4. "Cemetery Committee," or "Committee." the group of City of Kirkland staff which oversee the operations and activities of the City of Kirkland Cemetery.
5. "City," refers to the City of Kirkland, Washington.
6. "Columbarium," a structure or other space containing niches for permanent inurnment of cremated remains.
7. "Committal," that part of a funeral service which places the remains of the deceased to his/her final resting place.
8. "Cremated Remains," a human body after cremation in a crematory.
9. "Disinterment," the removal of buried human remains from a grave.
10. "Foundation," the concrete poured below ground level to support and stabilize a memorial.
11. "Funeral," a memorial service for a deceased person.
12. "Human Remains or Remains," the body of a deceased person, and includes the body in any stage of decomposition except cremated remains as defined by RCW 68.04.020.

13. "Interment," ~~the placement of human remains in a cemetery~~ ~~the disposition of human remains by cremation and inurnment or burial in a place used or intended to be used and dedicated for cemetery purposes.~~

Commented [LM2]: RCW 68.04.100

14. "Inurnment," ~~the placing of cremated human remains in a cemetery~~ ~~the disposition of cremated human remains within an urn.~~

Commented [LM3]: RCW 68.04.120

15. "Liner," any concrete or composite material container that is buried in the ground to provide outer protection and into which human remains are placed in the burial process.

16. "Marker," any grave headstone, memorial or monument that is intended to permanently mark a grave.

17. "Next of Kin," relative most nearly related i.e.:

- a. Spouse
- b. Domestic partners
- ~~b.c.~~ Children
- ~~e.d.~~ Parents
- ~~d.e.~~ Brothers and Sisters

18. "Niche," a space in a columbarium or urn garden used or intended to be used for inurnment of cremated human remains.

19. "Open and Close," the term used for referring to the opening of a gravesite and closing of a gravesite after remains are placed.

20. "Plot," a space of ground in a cemetery used, or intended to be used, for burial.

21. "Staff or Crew," refers to City ~~of Kirkland~~ personnel that are assigned administrative duties and maintenance duties for the City ~~of Kirkland~~ Cemetery.

22. "Urn Liner," a container whose purpose is to provide outer protection for the ground burial of cremated remains.

23. "Vault," any container which is buried in the ground and sealed to provide outer protection and into which human remains are placed in the burial process.

C. CEMETERY ADMINISTRATION AND GENERAL PROVISIONS

1. Rules and Regulations

These rules and regulations may be administratively amended at any time by the City, and shall be so changed and amended when any rule is found to be detrimental to the best interest of the plot owners as a whole or when new conditions require the adoption of other or further regulations.

2. Cemetery Committee

The ~~e~~City ~~m~~anager is authorized and directed to establish the ~~C~~cemetery ~~e~~Committee. The ~~e~~Committee will consist of the Director of Finance and Administration or designee, the Director of Parks and Community Services or designee, and representatives from the parks maintenance and cemetery administration staff. The ~~c~~emetery ~~e~~Committee shall periodically review and make recommendations to the ~~e~~City ~~m~~anager on: (1) Cemetery policies; (2) long-term and operational plans for the Cemetery; and (3) rates to be charged for services, burial plots and cremated remains sites. The Committee shall meet periodically, though not less than once per year. See KMC 3.92.020.

Commented [LM4]: Standardize language to match KMC; add brief statement on meeting frequency

~~2.3. fees, policy and operational plans. Any exceptions to or issues with these items will be reviewed by the committee on an as needed basis.~~

4. Cemetery Fees and Charges

a. All prices for burial plots and cremated remains sites are approved by the ~~C~~ity ~~C~~ouncil ~~C~~ity ~~M~~anager. See KMC 3.92.020. All other service fees and charges are approved by the City Manager or approved designee, upon recommendation from the Cemetery Committee. As the City Manager's designee, the Director of Finance and Administration is authorized to waive or reduce fees in accordance with KMC 3.92.010.

Commented [LM5]: Source: KMC

~~a.b.~~ The rates charged for burial plots and cremated remains sites (niche walls) for nonresidents of the City shall be fifty percent higher than the rate for residents of the City. For the purpose of this chapter, a person shall be considered a resident of the City if: (1) he or she was born in the City, or has lived in the City for a period of ten or more continuous years at any point in his or her life, or is a current resident of the City; or (2) he or she has an immediate family member who currently resides in the City. For the purpose of this chapter, an "immediate family member" shall be the spouse, domestic partner, parent, child or sibling of the person. See KMC 3.92.030.

Commented [LM6]: Source: KMC language

~~3.5~~ Method of Payment

All sales shall be paid in full at the time arrangements are made in the form of cash, approved check, or credit cards acceptable to the City.

6. Cemetery Hours

The Cemetery is open to the public during the following times:
Gates open at 8:00 a.m. each morning and are locked at dusk, seven days a week.
Cemetery Administration is located at City Hall which is open 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays.

7. Cemetery conduct

a. Any person disturbing the quiet and good order of the Cemetery by noises or disorderly or improper conduct, or who shall violate any of the rules or regulations pertaining to the cemetery, will be ejected from the Cemetery.

Commented [LM7]: Source: City of Asotin

b. No animals allowed (except service animals).

Commented [LM8]: Source: City of Camas

c. Children must be accompanied by a responsible adult and must be supervised at all times.

Commented [LM9]: Source: City of Camas

d. Leaving food items at the Cemetery is prohibited.

Commented [LM10]: Source: City of Brewster

~~a.e. All vehicles must be kept under control at all times. No vehicle shall be driven in any part of the cemetery except on the driveways laid out for that purpose. Vehicles shall not be driven in the cemetery at a speed exceeding 10 miles per hour.~~

Commented [LM11]: Source: City of Burlington

8. Violations

~~Any person who willfully destroys, mutilates, defaces, injures or removes any monument or headstone, or other structure in the Cemetery, or any fence, railing, or other work for the protection or ornament of such Cemetery, or who willfully destroys, cuts, breaks or injures any tree, shrub, or plant within the limits of the Cemetery, or without right willfully opens a grave is guilty of a class C felony punishable governed by RCW 68.60.040 as now and hereafter amended.~~

Commented [LM12]: Source: City of Issaquah, with Lindsay's edits to refer to the RCW.

D. PLOT SALES AND OWNERSHIP

1. All plots in the ~~e~~Cemetery are conveyed to the purchaser by a warranty deed when paid for but the rights of the owner, successor or assign are subject to such rules and regulations as set by the City ~~of Kirkland~~.

2. Interest in Cemetery Plots

Interest in Cemetery plots shall be governed by Chapter RCW 68.32 RCW, as now and hereafter amended. The City shall endeavor to determine the legal next of kin, but the City shall not be held responsible for failure to do so. Persons representing themselves as next of kin may be required to provide a notarized statement to this effect. The City shall not be responsible for activities authorized by persons falsely representing themselves as next of kin.

3. Selling or Transferring of a Plot

When an owner of a plot wishes to sell or transfer the plot to another individual, or sell it back to the City, he/she must provide the City with a "Quitclaim Deed" showing transfer of ownership. If the original owner of the plot(s) is deceased, the executor or heir(s) must show proof of their authority to devise or ownership of the property, i.e. Letters Testamentary, Decree of Distribution, or a copy of the will. The City may repurchase plots from the current owner. For plots purchased after January 1, 2009, the City is authorized to purchase plots for up to 75% of the original purchase price. If the plot is deemed unusable by the City Parks crew, owners may work with City staff on an alternative or receive a full refund of the original purchase price.
~~The City may repurchase plots from the current owner and is authorized to offer no more than 75% of the current plot price or offer the same amount as credit toward other plots in the Cemetery.~~

Commented [LM13]: Edited to match website language

4. Abandoned Plots

Any plot deemed abandoned may be reclaimed by the Cemetery and disposed of as the Cemetery sees fit as governed by RCW 68.36.020 as now and hereafter amended.

Commented [LM14]: Source: RCW 68.36.020

5. Designated Blocks

- a. Blocks 47 and 48 are designated as an urn garden for cremation interments only.
- b. Baby Haven block is for burial of children under the age of 2.

- c. Block 34 has double depth sites, appropriate for joint plots.
- d. Entryway, Flag Plaza and Historical Section walls are for cremated remains.
All remaining blocks are for single plots only.

E. INTERMENT SERVICES

1. Funerals, Interments, and Committals

Funerals, interments, and committals within the City ~~of Kirkland~~ Cemetery shall be under the control of the Parks and Community Services Department. All plots shall be opened and closed by employees of the City. Canopies, artificial grass, lowering devices, tractors, and other equipment provided by the City shall be used exclusively for all interments, inurnments, entombments and disinterments. All Cemetery and gravesite charges must be paid prior to interment.

2. Concrete Liners

All interments shall be in concrete liners or vaults designed and manufactured for this purpose. Concrete liners are sold by the City. Vaults may be purchased from a third party, but must meet the Cemetery specifications before use on Cemetery grounds.

3. Burial Permit

A burial permit from the King County Department of Health must be secured by the funeral home before an interment will be permitted. The City shall not be responsible in any manner for securing any permit. Cremated remains must be properly labeled and accompanied by a cremation and disposition authorization form to the Cemetery to certify identity of the cremated remains.

4. Arrangements

All families or designated representatives shall be required to complete an Interment Authorization form in person at the Cemetery Administration desk in City Hall, accepting responsibility and authorizing and designating the exact location of the plot for burial. Funeral directors or designated representatives who sign on behalf of the family are accepting financial responsibility and liability for any decisions or actions taken under their direction. Under no condition shall the City ~~of Kirkland~~ Cemetery open a plot without proper authorization.

Any funeral home accepting financial responsibility on behalf of a family must deliver to the Cemetery Administration Office payment in full for all charges at the time arrangements are made.

5. Notice of Interment or Disinterment

The City must be notified at least 24 hours before any interment so the plot or niche may be properly prepared, and at least one week's notice shall be given prior to any disinterment. The City ~~of Kirkland~~ Cemetery reserves the right to delay an interment when scheduling conflicts occur.

6. Authorization for Interment

The City of ~~Kirkland~~ Cemetery may open a plot for any purpose on proper authorization by any plot or niche owner of record or the legal next of kin and duly filed at City Hall unless there are written notarized instructions to the contrary on file with the City's ~~Cemetery administration~~ office. ~~A record shall be kept of all remains interred or cremated.~~

Commented [LM15]: Source: City of Asotin

7. Interment Agreements

When a plot is jointly owned, authorization for interment will be granted to either the plot owner(s) or their heirs as governed by RCW 68.32. An agreement may be made between common plot owners to the right of burial but the City shall not undertake to enforce such an agreement.

8. Funerals Burials and Committals—Days and Hours Allowed

Normal burial hours shall be restricted to weekdays between the hours of 9:00 a.m. and 3:00 p.m. The City recognizes that mitigating circumstances may arise necessitating a burial outside of normal hours. This can be arranged, subject to the availability of City staff. Overtime fees will be incurred if the burial is requested after 3:00 p.m. or on a Saturday or holiday. No burials will be allowed on Sunday.

Requests for an emergency waiver of this policy or any provision of this policy may be made to the Parks and Community Services Director or his designee, as the designee of the City Manager, who shall have sole discretion to approve or deny the emergency waiver request. The emergency waiver request shall include payment for any and all additional expenses to the City for these services.

9. Interments and Inurnments Per Individual Plot

The interment of two casket burials in one plot shall not be allowed except in the designated area for double depth burials. Regular graves are designated for one casket and a maximum of two cremated remains, ~~or no casket and three cremated remains—One urn is allowed in an urn plot and two urns are allowed in a niche wall unit.~~ No interment other than that of a human being shall be permitted.

10. Welfare Burials

A welfare burial is available if the plot is pre-owned by the deceased or applicant. Burials will follow the Department of Social and Health Services (DSHS) guidelines for the disposition of remains.

11. Disinterment

For disinterment of remains (including cremated remains), the applicant must have written authorization from the closest living relative-;

(1) The surviving spouse or domestic partner.

(2) The surviving children of the decedent.

(3) The surviving parents of the decedent.

(4) The surviving brothers or sisters of the decedent.

Provisions concerning permission to remove remains shall be governed by Chapter 68.50 RCW ~~State law in RCW 68.50~~ as now or hereafter amended.

12. Errors may be corrected

The City reserves the right to correct any errors that may be made by it either in making interments, disinterments or removals, or in the description, transfer or conveyance of any interment property, either by canceling such conveyance and substituting and conveying in lieu thereof other interment property of equal value and similar location as far as possible, or as may be selected by the Cemetery staff, by refunding the amount of money paid on account of said purchase. In the event the error involves the interment of the remains of any person in such property, the City reserves, and shall have, the right to remove and reinter the remains to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof. The City shall correct any errors made, such as an improper description (incorrect name or date) on the memorial). The City Cemetery will provide notification to the next of kin (as cited in RCW 68.50.200) before moving any human remains within the Cemetery.

Commented [LM16]: Source: City of Burlington

F.MARKERS

1. Services Provided:

a. The Cemetery shall make markers and marker borders available for purchase ~~markers such memorials.~~

~~b. The City crew shall construct foundations and borders on markers when required. However, the owner or owner's estate is responsible for all costs incurred in doing this.~~

e-b. All borders for flush markers must be constructed by outside memorial vendors.

Placement of flush markers must ~~may~~ be performed by the City ~~or can be contracted for by a City approved vendor upon authorization of the City.~~

Commented [LM17]: Edited after conversation with Kelly Kinssies

2. Upright markers are allowed only on certain plots adjacent to the older sections of the Cemetery. Upright markers will not exceed a height of four feet (48 inches) from ground level. Concrete borders at the front and back of an upright memorial must be a minimum of 2 inches, not to exceed 4 inches in width and on the sides. All upright markers are handled by contracted vendor at the owner's expense.

Commented [LM18]: Edited after conversation with Kelly Kinssies

3. All flat memorials placed in the Cemetery shall have either a concrete or granite border with a minimum of a 2-inch border, not to exceed 4 inches.

4. A full-scale drawing of all upright markers and/or oversized flush markers must be submitted to the City for approval before purchase.

5. Markers must be set level with and conforming to the slope of the lawn and placed in line with adjacent stones so as to present a uniform appearance. The Cemetery reserves the right to inspect all markers/memorials after installation and to require or make changes if improperly set.

6. Only flush memorials are allowed to mark cremated remains inurned on an occupied grave space when the first interments is already marked with a headstone. The marker

shall be placed adjacent to the existing marker and directly over the inurned cremated remains.

~~6.7. Full burial plots can accommodate 3 markers. Urn garden plots can accommodate 1 marker.~~

Commented [LM19]: Edited after conversation with Tracey Dunlap

~~7. The City will provide a vase form free of charge. Vases may be purchased through Cemetery Administration located at City Hall. Vases not purchased through Cemetery Administration must be pre-approved.~~

8. All inscriptions for niches are subject to the approval of the City ~~of Kirkland~~ and shall be limited to the name of the deceased and year of birth and death.

9. Marker setting and on-site engraving shall be scheduled during normal business hours with and authorized by the Parks and Community Services Department at least one working day prior to the work being done. The City reserves the right to remove any marker which was set or engraved without permission and does not conform to the standards set forth in these rules and regulations.

10. The City does not bind itself to maintain, repair, or replace any markers or monumental structures erected upon the plot which are lost or damaged due to weather, age, vandalism, or normal maintenance. The City will endeavor to see that the headstone remains in good condition; normal wear and tear expected.

G. MAINTENANCE AND LANDSCAPE REGULATIONS

1. The City will provide the maintenance of plot sites. Maintenance of plot sites includes seeding, leveling of sites, mowing and also trimming around the markers. The City may place sod on an as needed basis.

2. Cut flowers and bouquets are allowed year round.

3. Artificial flowers and decorations are allowed from November 1 to March 30.

4. The City ~~of Kirkland~~ shall have the authority to remove all floral designs, flowers, weeds, ~~trees~~ shrubs, plants, or herbage of any kind from the Cemetery as soon as, in the judgment of the City management, they become unsightly, dangerous, detrimental, diseased, or when they do not conform to general City maintenance ~~the standards maintained.~~ ~~The City shall not be liable for floral pieces, baskets, or frames in which or to which such floral pieces are attached. The Cemetery shall not be responsible for plants or plantings of any kind damaged by the elements, thieves, vandals, or by other causes beyond its control.~~ The City reserves the right to regulate the method of decorating plots so that a uniform ~~beauty~~ aesthetic appearance may be maintained.

Commented [LM20]: Duplicate - see #10 in this section

5. Planting of flowers and shrubs is allowed with prior approval from the City to assure the items do not interfere with maintenance and are in the correct location. Hooked poles for hanging flower baskets are not allowed.
6. The City is not responsible for damage to or theft of cut flowers, potted plants, displays, or containers. Anyone leaving such articles in the Cemetery does so at his/her own risk.
7. The placing of boxes, shells, toys, metal designs, ornaments, chairs, settees, glass, wood or iron cases, and similar articles upon plots shall not be permitted.
8. Only personnel authorized by the City shall trim, prune, or remove any part of the trees or shrubs in the Cemetery. If any tree or shrub situated on any grave by means of its roots, branches, or similarly becomes detrimental, dangerous, or objectionable to the adjacent plots, walks, or avenues, or the City is unable to maintain the grounds, the City shall have the right to enter upon the plot and remove the tree(s), or shrub(s), or any part(s) thereof as it may see fit.
9. No lot or plot shall be defined by fence, railing, hedge, or by any unauthorized memorial. A plot shall not be decorated with any trees or shrubs without prior approval. Any items placed improperly or without permission shall be removed at the owner's expense.

H. LIMITATION ON LIABILITY

The City shall not be liable or responsible for any damage, deterioration, or destruction of cemetery headstones, markers, benches, memorial plaques, ornaments, objects, toys, flags and/or floral arrangements arising from or related to erosion or damage by weather, the elements, thieves, vandals, trespassers, ordinary wear and tear, or standard maintenance performed by employees and officials of the City. City personnel shall exercise reasonable care in the maintenance and repair of cemetery and municipality shall be liable only for the gross negligence and/or intentional acts of its employees, contractors, and representatives.

Commented [LM21]: Source: City of Zillah

**DRAFT 8/25/16
CEMETERY PROCEDURES
AUGUST 2016
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Example Forms:

Cemetery Checklist **Tab A**

Cemetery Map and Documents **Tab B**

Cemetery Price List

Property Purchase Form

Transmittal Form

Warranty Deed

Correspondence (Form Letter)

TRIM entry instructions

Interment/Inurnment Documents **Tab C**

Declaration – Interment

Interment/Inurnment Permit

Certificate of Interment/Inurnment

Burial Transit Permit

Dis-interment/Dis-inurnment **Tab D**

Declaration – Dis-interment/Dis-inurnment

Cemetery Dis-interment Permit

Cemetery Dis-inurnment Permit

Certificate of Dis-interment/Dis-inurnment

Cemetery Buy Back **Tab E**

Quit Claim Deed

Markers **Tab F**

Marker Price List and Order Form

Veterans Administration Order Form

Marker Design Sheets and Brochures

Cemetery Administrative Policy **Tab G**

Section I: General Information

City of Kirkland cemetery staff offers various services regarding the cemetery. Services offered by Kirkland are noted in the following list:

- Sale of cemetery plots/niches to individuals on a pre-need
- Sale of cemetery plots/niches to individuals for immediate use
- Meet with families for interment/inurnment arrangements
- Sale of cemetery markers for placement at cemetery
- Manage all records regarding cemetery activities
- Help public in cemetery records searches
- Field and answer questions regarding possible purchases and/or burials at cemetery
- Meet with families regarding dis-interment/dis-inurnment at the cemetery
- Process Quit Claim deeds for the sale of plots back to the cemetery
- Prepare the deed to record the purchase of the plot/niche
- Prepare requisitions for payment of orders and markers

All cemetery records are kept in TRIM. All activities that take place at the cemetery are recorded in TRIM; including but not limited to: purchases, burials, dis-interment/dis-inurnment, marker placements, the sale of plots/niches back to the City, and transferring of property from one person to another person.

City staff work with various funeral homes regarding burials at the cemetery. A list of various funeral homes dealt with includes:

- Barton Family Funeral Home, located in Kirkland
- Flintoft's Funeral Home, located in Issaquah:
- Bleitz Funeral Home, located in Seattle with a satellite office in Bellevue
- Bothell Funeral Home, located in Bothell (this is a satellite office of Evergreen-Washelli of Seattle)
- Chapel of Resurrection, located in Bothell (this is part of Cedar Park Church)
- Evergreen-Washelli, located in Seattle
- Acadia Cemetery, located in Seattle (Green's Funeral Home which was located in Kirkland, Bellevue, Redmond closed and all records were transferred to Acadia)

City Finance and Administration staff work with City Parks and Community Services staff on all activities conducted at the cemetery, e.g., burials, marker placements, dis-interments/dis-inurnments and meeting families at the cemetery for locating plots to be bought or to find family gravesites.

City Finance and Administration staff work with different monument companies when ordering markers to be placed at the cemetery. A list of these vendors is listed below:

- Pacific Coast Memorials in Everett, WA. This is presently our primary vendor for markers.
- Quiring Monuments located in Seattle
- Tacoma Monuments located in Tacoma. The City does not order from this company but various funeral homes that have purchased a marker for the family may use this vendor.
- Veterans Administration
- Some families choose to go with various companies in and out of Washington State and these vary from customer to customer and are very rare.

All cemetery plots at the Kirkland Cemetery have hard copy maps that show which plots are available and who is buried in them. Historical sections of the cemetery are:

- Blocks 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11,12, 13, 14, 15, 16
- Blocks 20, 21, 22
- Blocks 22A, 23A, 24A, 25A, 26A, 27A, 28A, 29A, 30A, 31A, 32A, 33A

NONE of the above sections have plots for sale. **Do not** try and sell any plots in these sections. On rare occasion when these plots may become available, they will be allocated according to the waiting list that is described in Section II, Step 1.

Newer sections that were part of the expansion program are contained on maps located at the cemetery administration staff desk. These plots are located in the following blocks:

- Block 34, 35, 39, 40, 41, 44, 47, 48, 50, 51 (Block 34 is designated as double depth and all others are single depth. Block 44 is single depth. Both blocks 34 and 44 had liners installed in them and no liner or vault are to be purchased at the time of burial)

There are seven niche walls located throughout the cemetery. These blocks are:

- Block 37, 38, 42, 43, 45, 46

Kirkland has a designated area in the cemetery called Baby Haven. These are burial plots for body burials but are smaller than the single plot for adults. Children being buried here must be less than 2 years old. No liner or vault is required for this site.

On the maps sites are coded with different colors. These colors represent a different scenario and colors are listed below with explanation.

- White – Plot is for sale
- Red – Plot is sold and not occupied
- Black – Plot is occupied
- Yellow – Unknown owner of site (this you will see on the historical maps)

On the historical maps, names are listed on the sites with owner's name and person buried there. In each plot, the name at the bottom of the small square is the owner of the plot and names above that are of the person buried there. For some plots both names will be the same and others will have completely different names.

Section II: Meeting with families for purchase of plots

A family will come to the counter unannounced or may have called to make an appointment to meet.

Paperwork needed is:

- Cemetery Information Packet
- Ring of maps of all newer sections
- Cemetery Property Purchase Form
- [Declaration for Interment/Inurnment and Permit for Interment/Inurnment – if also planning to bury]
- Cash transmittal
- Additional Engraving
- Marker Order Form

Step 1: Full burial sites – not currently available; waitlist only

As of this writing, there are no full burial sites available at the Kirkland Cemetery. Families are welcome to place their name on the waitlist (wait list is located at: H:\Municipal Services\Cemetery (permanent)/Cemetery Wait List.xlsx) and City staff will contact them if a plot becomes available. When a full burial site becomes available for sale, refer to the instructions below, **otherwise skip to Step 2 Urn Garden and Niche walls.**

If a person chooses a single plot in the newer section, they have a choice of a liner (sold by the City) or a vault (purchased at the funeral home). A single plot may contain:

- One full burial (which is also referred to as a body burial)

- One full burial and 2 urns (full burial must come first and placement of urns would follow at a later date)
- Three urns

NO more than **3** remains are placed in one plot. Each plot can contain up to 3 markers. If the plot has an upright marker placed on it the other 2 markers must be flush to the ground.

A double depth plot accommodates 2 burials, one on top of each other. The first burial will have the bottom site. No exceptions. Each of the plots already have 2 liners installed and the price of the liners is included in the price of the double depth. The customer does not have the option of a vault as liners are already installed. These plots will only accommodate 2 full burials or an urn as the second placement. Only flush markers are allowed on these plots. Each plot will accommodate 2 markers.

Step 2: Discuss available options – Urn Garden or Niche Wall Unit

Urn Garden

- Accommodates one urn and one marker per plot
- If a customer purchases adjacent (side by side) urn plots they may place a marker with two names (companion marker).
- Actual size of this plot is 2' x 3'
- No liners and vaults required; families may purchase them from a funeral home if interested

Niche Wall Units

- Niche units are available on 7 different walls (blocks) in the cemetery
- Prices corresponded to the level of the unit
- Each unit is 11" x 11" x 11" square
- Each unit can accommodate 2 small urns; each urn cannot be any larger than 4½" x 5"
- Standardized design: first name, middle name (or middle initial), year of birth, year of passing, and last name

Example:

JOHN L.
1930 – 2030
SMITHSONIAN
JANE M.
1930 – 2030

Step 3: Fill out Cemetery Property Purchase Form

1. Ask the family if they are residents of Kirkland. A person is considered a resident of Kirkland if:

- i. He or she was born in the City of Kirkland, or has lived in the City of Kirkland for a period of ten or more continuous years at any point in their life, or is a current resident of the City of Kirkland; or,
 - ii. They have an immediate family member (spouse, domestic partner, parent, child or sibling) who currently resides in the City of Kirkland.
2. Record the Block #, Lot # and Plot #.
3. Fill in the "Deed to be made to" – this is decided by the family. Some people will place the deed in their own name, their spouse's name, their children's name, the executor of their estate, a trust, or someone completely different.
4. Record the address, phone number and email for all correspondence.
5. Obtain payment - check or money order made to City of Kirkland, cash or credit card (Visa and MasterCard only).
6. Prepare a cash transmittal.
7. Inform the family that a deed will be mailed to them within 2-3 weeks.
8. Provide the family the cemetery information packet (including cemetery regulations, maps, price list and your card).
9. Offer family a copy of the signed Cemetery Property Purchase Form.
10. Give the cash transmittal to the customer and have them take their payment to the cashier to obtain a detailed receipt.

Step 4: Record the plot sale on the map

1. Take out the appropriate map and find the plot.
2. Using a red pencil, color the plot red (meaning the plot has been sold).
This is very important to do as you may be away from your desk or out of the office when the next customer comes in and if someone else waits on them they could sell them the same plot.

Step 5: Complete the Cemetery Checklist

1. Fill in the appropriate information with name of purchaser, address, phone and plot information.
2. Attach the Cemetery Property Purchase Form to the Cemetery Checklist.
3. Check off the items in the "Purchase" section as you complete them.
4. Enter the purchase information in TRIM (see Tab B - TRIM instructions)
5. Place the packet in the cemetery pending box until the deed returns with all appropriate signatures (see Step 6).

Step 6: Warranty Deed

1. Prepare the Warranty Deed (see Tab B – Warranty Deed).
2. Take the deed to the City Manager's Office for the Mayor's signature. The City Manager's Office will give the deed directly to the City Clerk.
3. Collect the deed from the City Clerk.

4. Check the deed to make sure it has both the Mayor and City Clerk's signatures and the official seal of the City.
5. Arrange for the deed to be notarized. If you are a notary, you may notarize it.
6. Prepare the form letter to the family (Tab B - Correspondence), make copies of the deed and letter, and mail to purchaser.

Section III: Meeting with family for burials

The family could show up at the counter unannounced or they may called for a meeting or a funeral home may have contacted you regarding the upcoming funeral.

Step 1: Confirm that the family has purchased a plot and it is available for burial. If they have not purchased a plot, refer to Section II on how to sell a plot.

Note: If the family purchased a plot in Block 44, it already has liners installed. Only charge for interment charges, liner was purchased in the selling price. The family does not have the option of a vault. Two additional urns may be placed on the plot after burial of the body. Each of these plots can accommodate 3 markers.

Step 2: Complete the Declaration for Interment/Inurnment

This form documents that the individual requesting an interment/inurnment has the authority to do so. The notary public certifies the declaration signer is who they say they are. The next of kin are the following:

- Parent of the deceased
- Spouse or registered domestic partner of the deceased
- Child of the deceased
- Brother/Sister of the deceased

If the person is not the next of kin, they may have power of attorney. If they have power of attorney, they must provide documentation.

Step 3: Complete the Permit for Interment/Inurnment

1. Obtain the information required as listed on the form.
2. Verify the Warranty Deed.
3. Obtain responsible party's signature for their permission to open the site.
4. If the family would like a liner they would purchase it through the City. Notify the cemetery Parks crew that the family has chosen a liner, and the Parks crew will order it.

5. Ask the family if they would like a canopy and/or 6 chairs. If they like the canopy and chairs, notify the Parks crew in the upcoming burial email (see Step 5 below).
6. Sign your name and date under Cemetery Administration Staff lines.
7. Obtain payment - check or money order made to City of Kirkland, cash or credit card (Visa and MasterCard only).
8. Prepare the cash transmittal form.
9. Ask the family if they have received a cemetery information packet. If not, provide them a packet.
10. Give the cash transmittal to the customer and have them take their payment to the cashier to obtain a detailed receipt.

Step 3A: If a vault is being used

1. The vault will be ordered by the funeral home and the company will deliver to the cemetery.
2. Vaults are ordered through Automatic Wilbert Vault Co and they will deliver to the cemetery one day before or morning of the funeral. They have been doing this for years and they know exactly where the Parks crew wants it placed so they can later place it on the site. You will have no communication regarding this delivery.

Step 3B: If burial will occur in upright section of the cemetery

1. Contact the Parks crew and have them determine how many markers need to be moved to access the plot.
2. Contact Pacific Coast Memorials and arrange for the markers to be moved for the burial. The Parks crew does not have tools and equipment to move upright markers.
3. Inform the family that time and date of funeral will depend on removal of the upright marker.

Step 3C: Marker/engraving information

1. The family may be prepared to select the marker and engraving at the same time as they complete the Permit for Interment/Inurnment.
2. **FYI: City of Kirkland only sells flush to the ground markers.**
3. If the family would prefer an upright marker refer the family to Pacific Coast Memorials or the family may go to a company of their own choosing. If an upright marker is purchased, the company and/or family must submit to Kirkland the drawing and dimensions of the proposed marker prior to any manufacturing of it so Kirkland can authorize placement.
4. See Section VII: Markers for more details.

Step 4: Confirm the size of the casket or urn.

1. Call the funeral home to confirm the size of the casket or urn.

Step 5: Notify the Parks crew about the upcoming burial

1. Prepare and send an email to the Parks crew with the complete burial details. In the email let them know the following:
 - i. Deceased name
 - ii. Date of funeral
 - iii. Location of burial – Block, Lot, Plot #s
 - iv. Size of casket or urn
 - v. Time of family's arrival at cemetery
 - vi. Whether a liner or vault is to be used
 - vii. Whether family needs a canopy and/or chairs
 - viii. Funeral home in charge
 - ix. Any special instructions you or the family may have; i.e., family wants to shovel dirt on site, family wants to witness lowering of casket, family will be having a service, a large number of people will be attending, etc.

Send the email to:

- Jeff Rotter – Parks Maintenance Supervisor
- Jason Filan – Parks Operations Manager
- Marcus Webb – Parks Maintenance Lead
- Derek Paschich – Parks Cemetery Lead
- Ryan Brown – Parks Maintenance Crew
- Tim Werner – Parks Maintenance Supervisor
- Tracy Fish – Parks Maintenance Leadperson
- Susan Lippincott - Cemetery Administration Staff
- Jay Gewin – Customer Accounts Supervisor
- Julie Kofoed – Customer Accounts Lead

NOTE: The Parks crew must have at least **24 hour advanced notice** prior to a burial to prepare the site and obtain a backhoe. This goes for both full burials and placement of urns. Kirkland will **NOT** arrange and schedule more than 2 burials per day – whether full burial or placement of urns. There must be at least 2 hours in between burials. Parks crew likes to have one covered before the second family arrives. Always coordinate with the Parks crew if a second burial is on the same day as they may be shorthanded or have another priority.

Step 6: Fill in the Cemetery Checklist

1. Attach the Declaration and Permit for Interment/Inurnment to the Cemetery Checklist.
2. Fill in any missing information on the Cemetery Checklist.
3. Make sure you mark the map – if it is marked in red, color in black with a pencil indicating that it is now occupied.
4. Enter information on TRIM (see Tab B – TRIM instructions).

Step 7: Day before the burial

1. Call the Parks crew to confirm everything is in order for the burial the next day.

Step 8: Parks crew completes Certificate of Internment/Inurnment and burial transit permit

1. Parks crew fills out and signs the Certificate of Internment/Inurnment onsite at the cemetery.
2. Parks crew scans the Certificate to appropriate Cemetery Administration Staff (you).
3. Parks crew receives the burial transit permit from the funeral home, signs the permit, and returns it to the Cemetery Administration Staff (you).

Step 9: Prepare the file for supervisor review

1. Attach the Certificate of Internment/Inurnment to the Cemetery Checklist
2. Mail the burial transit permit to the address of the King County Department of Health within 10 days of the burial. **If you do not receive a burial transit permit contact the funeral home that was in charge and tell them to mail a copy to you.** Burial transit permits are only required for body burials, not for cremated remains. Sometimes the permit will originate from out of state, but once it is completed it must be filed with King County.
3. Place the completed packet in the supervisor's inbox. He will sign off and bring the packet back to you.

Section IV: Dis-interment/Dis-inurnment

Families may bury someone at the cemetery and years later will decide they want to move the body and/or urn to a different cemetery. There may also be a need to move remains within the cemetery. Kirkland can dis-inter or dis-urn remains if all requirements are met.

Step 1: Complete the Dis-interment/Dis-inurnment Declaration Form

The person wishing to dis-inter someone needs to be one of the following:

- Parent of the deceased
- Spouse or registered domestic partner of the deceased
- Child of the deceased
- Brother/Sister of the deceased

The notary public certifies the declaration signer is who they say they are and that the signer understands and is freely signing the declaration.

Step 2: Complete the Permit for Dis-interment or Permit for Dis-inurnment

1. Obtain the same information you would for a burial and have the customer sign.

Parks crew will **ONLY OPEN** the site and will not exhume remains. The individual requesting the dis-interment must obtain a funeral home to exhume remains and have them present at the cemetery to do so when the site is open.

Step 3: Schedule the dis-interment with the Parks crew

1. Send the Parks crew an email regarding final plans for the dis-interment, same as you would for a burial.
2. The same people listed above on the burial email should be notified.

Step 4: Notify the family of the dis-interment time. The family will coordinate with their preferred funeral home.

Step 5: Parks crew completes the Certificate of Dis-interment/Dis-inurnment form

1. Parks crew fills out and signs the Certificate of Dis-Internment/Dis-Inurnment onsite at the cemetery.
2. Parks crew scans the Certificate to appropriate Cemetery Administration Staff (you).
3. The funeral home will be in charge of obtaining a dis-interment permit from King County. Parks crew will sign this the permit, return it to the Cemetery Administration Staff (you), and you will mail it to King County – same as a burial transit permit form.

Step 6: Prepare the file for supervisor review

1. Update the record in TRIM. Remove the name of the buried person. The plot will show as available again. Do not remove the owner's name unless they sell the plot back to the City.

Example Note:

JOHN M. DOE - URN PLACE 8/8/1985. DISINURNED AND MOVED ALONG WITH MARKER ON 2/8/2016 TO BLOCK/LOT/PLOT POS #. SEE NOTE TO FILE ON NEW LOCATION.

2. File the Declaration form, Permit for Dis-interment or Permit for Dis-inurnment, and Certificate of Dis-interment/Dis-inurnment in the cemetery packet.
3. Place the completed packet in the supervisor's inbox. He will sign off and bring the packet back to you.

Section V: Buy back of cemetery plots

On occasion, families will purchase plots at the cemetery and later decide they no longer want them. For plots purchased after January 1, 2009, the City is authorized to purchase the plots for up to 75% of the original purchase price. If the plot is deemed unusable by the City Parks crew, owners may work with City staff on an alternative or receive a full refund of the original purchase price (see Tab G for the Administration and Operation of the Kirkland Cemetery Chapter 6 Policy 6-5).

Step 1: Confirm the owner of the plot

The person selling the plot back should be one of the following:

1. Original owner
2. Spouse of original owner if owner is deceased – beware of second spouse because a first spouse may have the actual rights
3. Children of original owner if both owner and spouse are deceased
4. Executor of estate
5. If it goes further beyond those listed above you would have to have a notarized statement to the effect of their relationship to the owner and if more than one person has rights everyone has to agree. This could be very complicated. Don't hesitate to be very particular on what you take. Make sure every avenue is covered. Get legal opinions if necessary.

Step 2: Prepare the Quit Claim Deed

1. Obtain the warranty deed from the family (if they have the original deed. If not we should have a copy in the cemetery files).
2. Obtain the family's signature on the Quit Claim Deed.
3. Notarize the form (if you are a notary) or have the form notarized by someone else at City Hall.
4. Send email to Cemetery Parks Staff requesting verification that the plot is vacant and available for resale. If vacant and unusable, note as such in TRIM.

Step 3: Prepare a check request form and include a copy of the Quit Claim Deed

Step 4: Give the check request form to the Supervisor for approval and forwarding to Accounts Payable. Checks take roughly 3 weeks for processing

Step 5: Record the buy-back in TRIM (see Tab B – TRIM instructions)

1. Update the record in TRIM. Remove the owner name and address. Return all information to City of Kirkland. The plot will show as available again.
2. Record the buy-back in notes field.

Example Note:

QUIT CLAIM TO CITY: [DATE]
VERIFIED BY CEMETERY CREW AS OK TO PURCHASE & RESELL [DATE]

Step 6: Scan all paperwork into TRIM and file original copies in the appropriate cemetery file folder

Section VI: Hours of operation

The cemetery is open 7 days a week from approximately 8:00 a.m. to dusk. This means it is closed earlier in winter months than summer. The Parks crew works from 7:00 am to 3:00 pm five days a week. They will perform funerals during this time, but if needed, due to unforeseen circumstances, religious requirements, etc., the crew will bury after 3:00 pm or on Saturday. No burials will be conducted on Sunday. If a burial is to be held after 3:00 pm or on Saturday, overtime charges will be incurred and invoiced. Refer to the cemetery price list for overtime charges. The family must be told of this at the time of making the arrangements and overtime fees must be collected prior to burial.

Section VII: Marker sales

The City only sells flush to ground markers. If a person wants to order an upright marker refer them to Pacific Coast Memorials. If they have a company they want to deal with that is okay. All markers must be cleared and approved by City Administration Staff before any placement at the cemetery.

- 1. Upright Markers:** Upright markers cannot be placed in any historical plot at the cemetery. They also cannot be placed on double depth plots or urn garden plots. If an upright marker is currently on a gravesite and the family would like to place a second or third marker, these must be flush to the ground. Upright markers can only be placed in the following areas: Blocks 35, 39, 40, 41. All other plots must be flush to the ground. Upright markers must be set on a foundation and can be **no taller than 48"**. **NO exceptions to this rule.** In the above listed sites the foundation can be no larger than 36" wide. A marker will fit on the approved plots if dimensions are kept to the above. Anything larger will start intruding on another person's plot. The foundation can be of concrete or granite whichever the family wants. The monument company must provide the foundation for an upright marker. Contact the monument company if a burial is to take place on the plot and an upright is currently installed. The monument company will come and move the upright to accommodate the burial. An upright setting fee is charged to the family for placement at the cemetery.

- 2. Flush Markers:** Flush markers are sold by the City of Kirkland and also are ordered by Funeral homes to be placed at the cemetery. Veterans' markers are also flush markers. These markers are either granite or bronze. Granite markers are ordered from Pacific Coast Memorials and you may also order bronze from them. Bronze markers are ordered through Matthews Monuments. Veterans' markers are ordered through the Veterans Administration and are bronze. There are four different sizes that can be placed on the gravesites:
- i. 16" x 8" – No design – just name and dates
 - ii. 20" x 10" – Simple design - name and dates
 - iii. 24" x 12" – Most designs will fit along with name, date, 1 line epitaph
 - iv. 28" x 16" – All designs will fit and can have 2 names (husband and wife), dates and 1 line epitaph. If done this way it is called a companion marker.

Markers may be placed in a concrete border unless the marker is 28" x 16" and the grave site is small. Such as: 28" x 16" with no border on double depth and Block 44. On urn garden plots nothing larger than 24" x 12" with no concrete border. A 28" x 16" companion marker can be centered between 2 side-by-side plots. Veterans' markers come in one size 24" x 12". All marker borders are purchased from Pacific Coast Memorial. If the customer does not know what they want, show them the brochures and granite examples. Ask what type of plot they are buying/bought since this will determine the marker size they can order.

Step 1: Once the family has chosen a design and granite, proceed with filling out the order form.

The design number is located under the picture of the designs, i.e., Q1009 or Q1031, design name is the name on the marker picture, granite type will be the color they pick, and the length and width are within the sizes mentioned above.

Circle the word flush.

1. In the large block at the bottom half of the page write the name of the deceased, date of birth, date of death and epitaph, if chosen.
2. Have the customer review and sign by the design.
3. Fill in the form with required customer information (name, address, and phone).
4. Discuss fees with the customer - If an epitaph is longer than 1 line then additional fees are charged. Calculate and include sales tax in sales tax line. If the customer wants a photo placed on the marker you can obtain the price from the price book furnished by Pacific Coast Memorial or call them directly. The photo charges are added in the price of the marker. Other additional charges are gold lettering, special emblems, custom artwork, and more than 20 letters.

5. Collect fees from the customer, by check, money order, or credit card (VISA, MasterCard). Prepare the cash transmittal form and send the customer to the cashier for a detailed receipt. Normal markers with no special items take about 4 weeks, and those with special requirements may take up to 6 weeks.

Step 2: Request a proof from the marker company

1. Once you receive a proof from the maker company, contact the family to review and approve the proof (check the proof very carefully to the detail on the Permit for Interment/Inurnment).
2. Once you receive the family's approval, sign the proof, and return it to the marker company.

Step 3: Complete the order form

1. Shipping instructions: City of Kirkland and City Hall address.
2. Bill To: City of Kirkland and City Hall address.
3. Put in the date you are ordering and put your name and City Hall address and phone number on the form.
4. Email the form to the marker company and within 4-6 weeks the marker will arrive at the City Hall loading dock.

Step 4: When the marker is delivered, the company will notify you via email

1. Go to the loading dock to verify the marker is done as to your order (pay close attention to the detail on Permit for Interment/Inurnment).
2. Once you have verified this, mail a letter or send an email or place a phone call to the family letting them know the marker is in. Give the family the option to view the marker prior to placement. This is only an option and not mandatory.
3. Before placing any marker at the cemetery, make sure all fees have been collected and receipted in. If not, invoice the family for fees that are due.

Step 5: Contact the Parks crew to do the marker placement

Section VIII: Receipting

Fees received for cemetery charges are to be receipted as follows:

- CEM INTERMENT (Tran Code 4101) – This account is used for receipting payment for opening and closing of gravesite.
- CEM LINER (Tran Code 4102) – This account is for receipting payment for the cost of a concrete liner. This fee is taxable, sales tax must be added to the fee.
- CEM LOT SALE (Tran Code 4104) – This account is for payment for a lot sale.

- CEM MARKER (Tran Code 4105) – This account is for receipting payment for marker only. This fee is taxable, sales tax must be added to the fee.
- CEM SET/ASHES (Tran Code 4106) – This account is for receipting of payment for placement cremated remains or urn and can be for in ground burial or niche wall placement.
- CEM SET/MARKER (Tran Code 4108) – This account is for receipting for payment of fee marker placement at the cemetery. This fee is taxable, sales tax must be added to the fee.
- CEM MARKER ENGRAVING FEE (Tran Code 4111) – This account is for receipting for the marker engraving fee. This fee is non-taxable.

CEMETERY CHECKLIST

Deceased:		Contact:	
Address:			
City:	State:	Zip:	
Phone:	Email:		

Location: Block: _____ **Lot:** _____ **Plot:** _____

Funeral Date/Time: _____

Purchase:	Date:	Staff:	Notes:
Meet w/Family			
Purchase Documents			
Cash Transmittal			
Mark Maps			
Computer Entry (TRIM)			
Prepare Deed			
Mail Deed/Letter			

Interment/Inurnment	Date:	Staff:	Notes:
Meet w/Family			Canopy: Y N Chairs: Y N Funeral Home: Address: Phone #:
Interment/Inurnment Permit			
Cash Transmittal			
Mark Maps			
Computer Entry (TRIM)			
Email Cemetery Staff			
Crew Signed Permit			
Mail Burial Transit Permit			

Marker/Engraving	Date:	Staff:	Notes:
Meet w/Family			
Cash Transmittal			
Marker Order Prepared			
Family Approved Order			
Email Marker Order			
Received Proof			
Family Approved Proof			
Returned Proof			
Marker Arrived			
Email Crew			
Confirmed Marker Set & Picture			
Computer Entry (TRIM)			
Family Notified			

SUPERVISOR: _____ DATE: _____



Cemetery

Cemetery Lots

In Ground Burial Plots	Resident	Non-Res
Single Depth, Premier or Historic Section	2,400.00	3,600.00
Double Depth.....	4,800.00	7,200.00
Infant Plot	800.00	1,200.00

Cremation Plots	Resident	Non-Res
Urn Garden Plot.....	800.00	1,200.00

Niche Walls

Niche Wall - Flag Plaza & Walkway	Resident	Non-Res
Niche Wall - Level 1	1,368.00	2,052.00
Niche Wall - Level 2	1,560.00	2,340.00
Niche Wall - Level 3	1,560.00	2,340.00
Niche Wall - Level 4	1,872.00	2,808.00

Niche Wall - Entry Way	Resident	Non-Res
Niche Wall - Level 1	1,140.00	1,170.00
Niche Wall - Level 2	1,308.00	1,962.00
Niche Wall - Level 3	1,308.00	1,962.00
Niche Wall - Level 4	1,518.00	2,277.00
Niche Wall - Level 5	1,518.00	2,277.00
Niche Wall - Level 6	1,308.00	1,962.00

Service Charges

Service Fees	Resident	Non-Res
Open/Close - Adult Burial - Weekday	1,630.00	2,445.00
Open/Close - Adult Burial - Wknd/Hday.....	2,030.00	3,045.00
Child Open/Close - Weekday.....	500.00	750.00
Child Open/Close - Wknd/Hday.....	900.00	1,350.00
Niche Wall/Opening - Weekday	500.00	750.00
Niche Wall/Niche Opening - Wknd/Hday	700.00	1,050.00
Open/Close - Cremation Plot - Weekday.....	500.00	750.00
Open/Close - Cremation Plot - Wknd/Hday	700.00	1,050.00
Disinternment	1,630.00	2,245.00

Miscellaneous Charges

Flush Markers (Sold by City)**	Value based on size & type of marker
Marker Setting	
Veterans**	\$200.00
Flush**	\$320.00
Upright**	\$440.00
Niche Lettering**	\$180.00
Liner Sales**	\$250.00

** These items subject to sales tax

All costs are for normal services and sizes. There may be additional costs for any requests that are beyond the scope of these services or have larger sizing needs.





City of Kirkland Cemetery

Cemetery Property Purchase

I hereby make application for purchase of:

Block: _____ **Lot:** _____ **Plot:** _____

Deed to be made to: _____

Address: _____

Phone #: _____ Alternate #: _____

Email: _____

Purchase Price: \$ _____

Signature: _____

Date: _____

Receipt # _____

Permission is hereby granted by the City of Kirkland to purchase above described cemetery property with the understanding that the rules and regulations of the cemetery will govern the use of the property.

Date: _____ By: _____

Cemetery Administration Staff



2016 Customer Accounts Cash Transmittal

Date: _____ Receipt: _____

Name: _____

	<u>Tran Code</u>	
CEM INTERMENT.....	122-000-0000*3-43-60-03...	4101\$ _____
CEM LINER (taxable).....	122-000-0000*3-43-60-01...	4102\$ _____
CEM LOT SALE.....	122-000-0000*3-95-10-01...	4104\$ _____
CEM MARKER (taxable).....	122-000-0000*3-43-60-01...	4105\$ _____
CEM SET/ASHES.....	122-000-0000*3-43-60-03...	4106\$ _____
CEM SET/MARKER (taxable).....	122-000-0000*3-43-60-02...	4108\$ _____
CEM MARKER ENGRAVING FEE (taxable).....	122-000-0000*3-43-60-05...	4111\$ _____
BUSINESS LICENSE.....	010-000-0000*3-21-99-01 ...	4313\$ _____
CABARET LICENSE.....	010-000-0000*3-21-70-03 ...	4304\$ _____
CIG MACHINE LICENSE.....	010-000-0000*3-22-90-04 ...	4305\$ _____
ELECTRONIC GAMES LICENSE.....	010-000-0000*3-21-70-04 ...	4306\$ _____
JUKE BOX LICENSE.....	010-000-0000*3-21-70-02 ...	4307\$ _____
POOL TABLE LICENSE.....	010-000-0000*3-21-70-01 ...	4308\$ _____
ANIMAL LICENSE.....	650-000-0000*2-29-10-04 ...	4309\$ _____
ANIMAL LICENSE KING COUNTY.....	010-000-0000*3-22-30-01 ...	4310\$ _____
BUSINESS LICENSE PENALTY.....	010-000-0000*3-59-20-01 ...	4314\$ _____
REVENUE GENERATING REG LICENSE.....	010-000-0000*3-16-10-01 ...	4312\$ _____
ADMISSION TAX.....	010-000-0000*3-18-11-01 ...	4220\$ _____
BOU CABLE.....	010-000-0000*3-16-46-01 ...	4215\$ _____
BOU ELECTRIC.....	010-000-0000*3-16-41-01 ...	4203\$ _____
BOU GARBAGE.....	010-000-0000*3-16-48-13 ...	4222\$ _____
BOU GAS.....	010-000-0000*3-16-43-01 ...	4205\$ _____
BOU TELEPHONE.....	010-000-0000*3-16-47-01 ...	4206\$ _____
PUNCH BOARDS & PULL TABS.....	010-000-0000*3-16-81-01 ...	4217\$ _____
BINGO & RAFFLES.....	010-000-0000*3-16-82-01 ...	4218\$ _____
AMUSEMENT GAMES.....	010-000-0000*3-16-83-01 ...	4219\$ _____
LATE TAX PENALTY – GAMBLING.....	010-000-0000*3-59-20-02 ...	4080\$ _____
LATE TAX PENALTY – ADMISSIONS.....	010-000-0000*3-59-20-02 ...	4221\$ _____
UTILITY REC.....	411-000-0000*2-37-90-01 ...	4001\$ _____
BOND/SEC DEP Ref:.....	660-000-0000*2-39-10-03 ...	9015\$ _____
DEFERRED REVENUE – BUS LIC.....	010-000-0000*2-57-10-01 ...	3006\$ _____
ALARM REGISTRATION FEE.....	010-000-0000*3-22-90-10 ...	4601\$ _____
FALSE ALARM PENALTY.....	010-000-0000*3-59-90-03 ...	4602\$ _____
DEFERRED REVENUE – FALSE ALARM.....	010-000-0000*2-57-10-01 ...	3082\$ _____
MAPS/PUBS.....	010-000-0000*3-41-70-50 ...	4081\$ _____
PUBLIC DISCLOSURE RESPONSE.....	010-000-0000*3-41-70-55 ...	4093\$ _____
OTHER LIC/PERMIT.....	010-000-0000*3-22-90-05 ...	3005\$ _____
MONTHLY PARKING PERMIT.....	117-000-0000*3-62-50-01 ...	4504\$ _____
PARK & MAIN MONTHLY PARKING.....	117-000-0000*3-62-50-01 ...	4507\$ _____
MEDICAL CONTRIBUTIONS/RETIREE.....	511-000-0000*3-69-72-02 ...	4075\$ _____
UNDISP CLR REF #.....	4028\$ _____
SALES TAX.....	010-000-0000*2-31-70-01 ...	4026\$ _____
		TOTAL: \$ _____

By: _____

WARRANTY DEED

THE GRANTOR, the CITY OF KIRKLAND, a municipal corporation of the State of Washington, for and in consideration of One Thousand Three Hundred Eight Dollars (\$1,308.00) and the covenants of the part of the Grantee hereinafter set forth, **conveys** and **warrants** to **Randi Allred & Dena Johnson** the following described real estate in King County, Washington, and more particularly describes as follows, to wit:

Block 46 Lot 114 Plot H of the Plat of Kirkland Cemetery as the same appears in the office of the City Clerk.

This conveyance is made for the purpose of human sepulture only, and in accepting this conveyance in consideration thereof, the Grantee for himself, his heirs and assigns, covenants that he will never suffer the premises above conveyed to be used for any other purposes than that aforesaid, and that upon a breach of this covenant by the Grantee, his heirs or assigns, the premises above conveyed shall **inso facto** revert to the Grantor herein without any re-entry or declaration of forfeiture on the part of said Grantor.

IN WITNESS WHEREOF, the City of Kirkland has caused these presents to be executed by its Mayor and Clerk, and the City Seal to be affixed hereto in attestation thereof this

day of August, 2016.

THE CITY OF KIRKLAND,

By: _____
Amy Walen, Mayor

Attest: _____
Kathi Anderson, City Clerk

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this day of August, 2016, before me personally appeared Amy Walen and Kathi Anderson to me known to be respectively the Mayor and Clerk of the City of Kirkland, Washington, that executed the within and foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said city for the uses and purposes therein mentioned, and an oath stated that they were duly authorized to execute said instrument, and that the seal affixed is the corporate seal of the said City of Kirkland.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year above written.

Notary Public for the State of
Washington, residing at

in said State.

WARRANTY DEED

FROM

CITY OF KIRKLAND

TO

Randi Allred

205 SW 192nd St

Normandy Park, WA 98166

&

Dena Johnson

1328 S 232nd St

Des Moines, WA 98198

Date

Name
Address

Dear _____:

Enclosed please find your deed for said cemetery property described as:

Block: __ Lot: __ Plot: __

Should we be of further service to you in the future, please feel free to contact me at (425) 587-3140 during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday or email at License@kirklandwa.gov.

Sincerely,

Your name
Kirkland Cemetery
Customer Accounts Associate

Enclosure

CEMETERY RECORD TYPE

The screenshot shows a web-based form for entering cemetery records. The form has tabs for 'General', 'Notes', and 'Scheduled Tasks'. The 'General' tab is active, showing a record titled '* Municipal Services - Cemetery - Records Of Burials'. The form fields are as follows:

- Classification:** A dropdown menu with 'Municipal Services - Cemetery - Records Of Burials' selected.
- Name of Interred:** A text input field.
- Date Interred:** A date picker.
- Burial Type:** A dropdown menu with options 'Empty', 'Full', and 'Urn'.
- Block:** A dropdown menu.
- Lot:** A dropdown menu.
- Grave Marker:** A checkbox.
- Owner Name:** A text input field.
- Address Line1:** A text input field.
- Address Line2:** A text input field.
- Address Line City:** A dropdown menu with 'Kirkland' selected.
- Address Line State:** A dropdown menu.
- Address Line Zip:** A text input field.
- Plot:** A dropdown menu.
- Position:** A dropdown menu.
- Veteran Status:** A checkbox.

Search category callouts on the left side of the form:

- Classification:** Search Category: Word Searches - Classification Word. TRIM Search term. Auto-populates in a new record. Required field.
- Name of Interred:** Search Cat.: Word Searches - Title Word. TRIM Search term.
- Date Interred:** Search Cat.: Additional Fields - Date Interred.
- Burial Type:** Search Cat.: Additional Fields - Burial Type. Choice limited: Empty, Full, Urn.
- Block:** Search Cat.: Additional Fields - Block. Three digits. Include leading zeros.
- Lot:** Search Cat.: Additional Fields - Lot. Four digits. Include leading zeros.
- Grave Marker:** Search Cat.: Additional Fields - Grave Marker. This is a Yes/No option. Check for yes.
- Owner Name:** Search Cat.: Additional Fields - Owner Name.

Search category callouts on the right side of the form:

- Veteran Status:** Search Cat.: Additional Fields - Veteran Status. This is a Yes/No option. Check for yes.
- Plot:** Search Cat.: Additional Fields - Plot. Two digits. Include leading zeros.
- Position:** Search Cat.: Additional Fields - Position. One digit.

A red box highlights the address fields (Address Line1, Address Line2, Address Line City, Address Line State, Address Line Zip). A callout box points to this area: 'Also Additional Fields but probably not something you would use for a search.'

Record Number Format:

Block Lot Plot Position
XXXX XXX XX X

A total of ten digits, no spaces or extra characters.

- Remember to include all leading zeros.
- Position will be 1 if no other burials on that plot.

Searching Tips:

Use the wildcard * anytime you are unsure of a spelling.

- When searching Record Number, a wildcard at the beginning (ex. *011) will give you all TRIM records where the record number ends in 011.
- When searching Record Number, a wildcard at the end (ex. 004*) will give you all TRIM records where the record number begins with 004.
- When searching Record Number, a wildcard at the beginning and the end (*004*) will give you all TRIM records where 004 is contained somewhere in the record number.

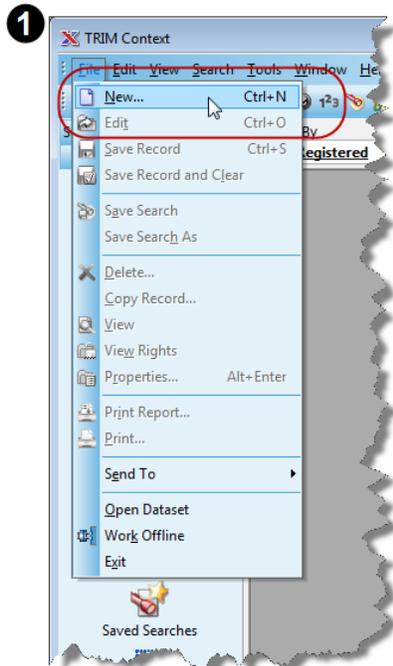
The fastest search will be on Record Number if you already have the full 10 digit plot number.

If you aren't sure if there are multiple placements in a plot, do a Record Number search for the first nine digits (Block, Lot, Plot) with a wildcard for position (ex. 004000120*)

Check your favorites for **Saved Searches**

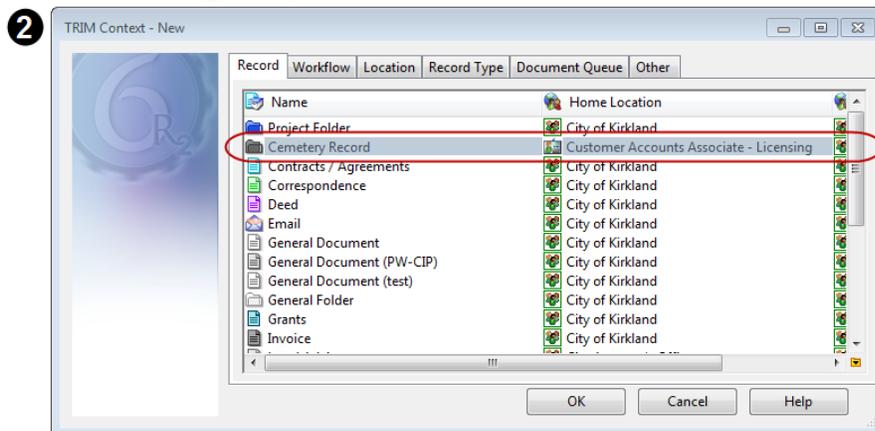
- City owned plots
- Empty plots

To add a new cemetery record



1. From the TRIM File Menu select New... (Ctrl+N). This will bring up the list of available record types.

2. Select Cemetery Record

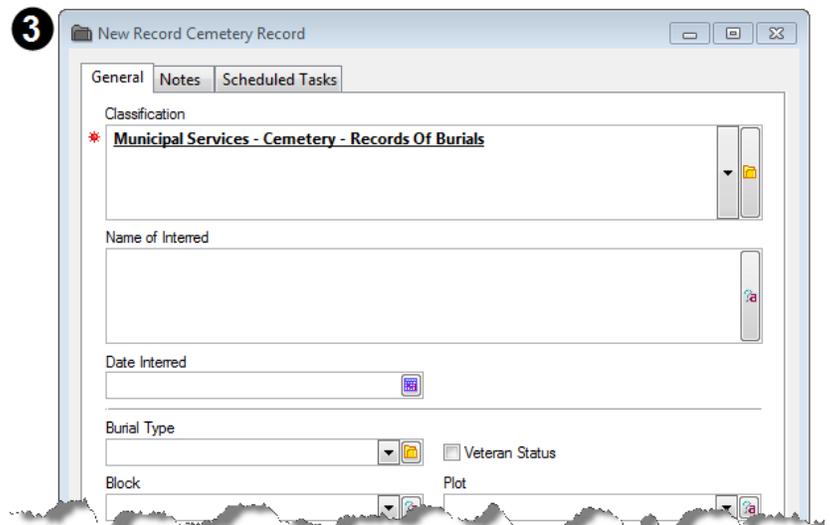


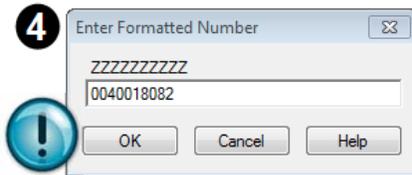
3. Fill in the appropriate metadata. The Classification information populates by default.

Remember to scroll all the way through the record to enter all the information.

Click OK when finished.

4. You will be prompted to enter the Record Number.





The system will only check that the number you enter matches the numbering format for that record type (i.e. ten characters exactly). It is not able to validate if this is an actual burial plot or niche or if it matches the information entered on the record.

Click OK when finished. TRIM will then display a window with the newly created record.



City of Kirkland Cemetery

Revised Code of Washington, Chapter 68.32 Declaration for Interment/Inurnment

STATE OF _____)
)SS.
COUNTY OF _____)

In accordance with RCW Chapter 68.32, I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the following is true and correct:

- 1. My address is _____
Phone: _____
2. The original purchasing property owner is _____. I have the following relationship to the original purchasing plot owner (e.g., next of kin and/or power of attorney*):

3. I have the authorization to use the cemetery plot(s) for interment and memorial placement. Said plot(s) is/are hereby identified as:

Block _____ Lot _____ Plot(s) _____
Block _____ Lot _____ Plot(s) _____
Block _____ Lot _____ Plot(s) _____

DATED this ____ day of _____, _____.
Sign: _____
Print Name: _____

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me.

DATED this ____ day of _____, _____.
Signature: _____
Print Name: _____

Notary Public in and for the State of _____
My appointment expires: _____

*If power of attorney, provide documentation with this Declaration.



City of Kirkland Cemetery

Permit for Interment /Inurnment

Burial Date/Time: _____

Block: _____ Lot: _____ Plot: _____

Deed Verified

I hereby make application for interment /inurnment of, in pursuant to Revised Code of Washington, Chapter 68.32 Declaration:

Name: _____

SEX: M F DOB: _____ DOD: _____ Veteran of the Armed Services: Y N

Father's Name: _____

Mother's (Maiden) Name: _____

Signed: _____

Date: _____

Relationship: _____

Address: _____

Phone #: _____ Alternate #: _____

Liner: Y N Vault: Y N Canopy: Y N Chairs: Y N

Open/Close: \$ _____ Vault \$ _____ Receipt#: _____

Casket/urn size: _____

Permission is hereby granted by the City of Kirkland to inter the body of the above named deceased with the understanding that the rules and regulations of the cemetery will govern the use of the property.

Date: _____ By: _____

Cemetery Administration Staff



City of Kirkland Cemetery

Certificate of Interment /Inurnment

This certifies that the remains of _____ were
 interred / inurned in **Block:** _____ **Lot:** _____ **Plot:** _____ on
_____ (date).

Date: _____ By: _____
Cemetery Parks Staff

Verified Location _____
Administration
Staff Initials

*****This form is to be completed by Parks staff onsite on the day of the interment/inurnment and sent to Cemetery Administration Staff on the same day or next business day via email.*****



Washington State Burial Transit Permit

Local File Number:

Completed by Funeral Director

Legal Name
NAME OF DECEASED

Death Date
08/15/2016

Sex Age 93 Years Birthplace (City, Town, or County, State or Foreign Country)
Female DOB 08/25/1922 CITY, STATE

County of Death
King

Place of Death, if Death occurred in a Hospital

Place of Death, if Death occurred somewhere other than in a Hospital
Other

Facility Name (if not a facility, give number & street)
Evergreen Elderly Care AFH, 6504 123rd Ave SE

City, Town
Bellevue

State Zip Code
WA 98006

Method of Disposition

Place of Disposition

Place of Disposition (City, State)

Burial

KIRKLAND CITY CEMETERY

KIRKLAND, WA

Name and Complete Address of Funeral Facility

Barton Family Funeral Service, 11630 Slater Ave NE Ste 1A, Kirkland, WA 98034

Date of Disposition

08/19/2016

Funeral Director Signature

Patricia J. Barton

~~This Burial Permit Must Accompany Remains to Destination~~

A Certificate of Death having been Filed as Required by the Laws of the State of Washington, Permission is Hereby given to Dispose of the Body as Stated Above.

Completed by Registrar

Registrar Address

Vital Statistics Box 359784 - 325 Ninth Ave, Seattle, 981042499

Registrar Signature

Ruth Roberson

Date Signed

8/17/2016 4:08:00 PM

Cemetery or Crenatory Fill in Below

This Permit must be endorsed by the Sexton where interment is made, or by the Funeral Director.

Body was **BURNED**

on

8/19/16

in

CEMETERY

Place

KIRKLAND, WA

Signature X

Return within 10 days to the Registrar of the County in which the death occurred.

Optional: Out-of-State Destination of Cremated Remains

Name of Cemetery or Facility

City/Town and State



City of Kirkland Cemetery

Revised Code of Washington, Chapter 68.50.200 Declaration for Dis-interment/Dis-inurnment

STATE OF _____)
)SS.
COUNTY OF _____)

In accordance with RCW Section 68.50.200, I, _____, certify (or declare) under penalty of perjury under the laws of the State of Washington that the following is true and correct:

- 1. My address is _____. Phone: _____.
2. I am seeking, by this Declaration, the removal from the Kirkland Cemetery of the remains of _____ (the "Decedent") which are currently [] interred / [] inurned at: Block _____ Lot _____ Plot _____.
3. I have the following relationship to the Decedent (check one):
() The surviving spouse or domestic partner of the Decedent.
() A surviving child of the Decedent.
() A surviving parent of the Decedent.
() A surviving brother or sister of the Decedent.
3. Based upon my personal knowledge of this situation and my relationship to the Decedent, I certify and swear there are/is no surviving (check all applicable):
() spouse of the Decedent;
() children of the Decedent;
() parents of the Decedent;
() brother or sister of the Decedent.
6. In consideration for granting the consent to remove remains sought herein, I hereby covenant and agree to indemnify, defend and hold harmless Kirkland Cemetery and the City of Kirkland, its elected officials, and employees, from any and all expenses, costs, liabilities, or damages of any kind, including reasonable attorneys' fees and costs, that may arise directly or indirectly out of, or due to being granted said consent for the removal of the remains of the Decedent from Kirkland Cemetery. I further expressly state that Kirkland Cemetery and the City of Kirkland have the right to rely on the statements made herein.

DATED this ____ day of _____, _____.
Sign: _____
Print Name: _____

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that _____ signed this instrument and acknowledge it to be _____ free and voluntary act for the uses and purposes mentioned in the instrument.

DATED this ____ day of _____, _____.

Signature: _____
Print Name: _____
Notary Public in and for the State of _____
My appointment expires: _____



Permit for Dis-interment

I hereby make application for **dis-interment** of, in pursuant to Revised Code of Washington, Chapter 68.50.200 Declaration:

Name: _____ SEX: _____ DOB: _____ DOD: _____

Date/Time: _____

From Block: _____ **Lot:** _____ **Plot:** _____

To Block: _____ **Lot:** _____ **Plot:** _____

OR

The remains will be transferred to (name of new cemetery): _____

Funeral home: _____

Phone #: _____

Signed: _____

Date: _____

Relationship: _____

Address: _____

Phone #: _____ Alternate #: _____

Open/Close: \$ _____ Paid: _____ Receipt#: _____

Permission is hereby granted by the City of Kirkland to dis-inter the body of the above named deceased.

Date: _____ By: _____
Cemetery Administration Staff

Date: _____ By: _____
Supervisor

Date: _____ By: _____
Director of Finance and Administration

Date: _____ By: _____
Parks and Community Services Director



Permit for Dis-inurnment

I hereby make application for **dis-inurnment** of, in pursuant to Revised Code of Washington, Chapter 68.50.200 Declaration:

Name: _____ SEX: _____ DOB: _____ DOD: _____

Date/Time: _____

From Block: _____ **Lot:** _____ **Plot:** _____

To Block: _____ **Lot:** _____ **Plot:** _____

OR

The remains will be given to: _____

Signed: _____

Date: _____

Relationship: _____

Address: _____

Phone #: _____ Alternate #: _____

Open/Close: \$ _____ Paid: _____ Receipt#: _____

Permission is hereby granted by the City of Kirkland to dis-inurn the above named deceased.

Date: _____ By: _____
Cemetery Administration Staff

Date: _____ By: _____
Supervisor

Date: _____ By: _____
Director of Finance and Administration

Date: _____ By: _____
Parks and Community Services Director



City of Kirkland Cemetery

Certificate of Dis-Interment / Dis-Inurnment

This certifies that the remains of _____ were
dis-interred / dis-inurned from Block: _____ Lot: _____ Plot: _____
on _____ (date).

Date: _____ By: _____
Cemetery Parks Staff

Verified Location _____
Administration
Staff Initials

*****This form is to be completed by Parks staff onsite on the day of the dis-interment/dis-inurnment and sent to Cemetery Administration Staff on the same day or next business day via email.*****

Return Address:

QUIT CLAIM DEED (Statutory Form)

Indexing information required by the Washington State Auditor's/Recorder's Office. (RCW 36.18 and RCW 65.04) 1/97:		(please print last name first)
Reference # (if applicable):	_____	
Grantor(s) (Seller): (1) _____	(2) _____	Add'l. on pg _____
Grantee(s) (Purchaser): (1) _____	(2) _____	Add'l. on pg _____
Legal Description (abbreviated):	_____ Add'l. legal is on pg _____	
Assessor's Property Tax Parcel /Account #	_____	

THE GRANTOR() _____
of _____, City of _____,
County of _____, State of _____, for and in consideration
of _____ convey and quit-claim to
of _____, City
of _____, County of _____, State of _____, all interest
in the following described Real Estate:

situated in the County of _____, State of _____, Dated this _____ day
of _____.

Grantor(s) _____

STATE OF WASHINGTON

SS. (INDIVIDUAL ACKNOWLEDGEMENT)

County of _____

I certify that I know or have satisfactory evidence that _____ is the
person who appeared before me, and said person acknowledged that _____ signed this instrument and acknowledged it to be
_____ free and voluntary act for the uses and purposes mentioned in the instrument.

Dated this _____ day of _____.

Print Name _____

Notary Public in and for the State of _____

My appointment expires: _____



Quit-Claim Deed (Statutory Form)

©Washington Legal Blank, Inc., Issaquah, WA Form No. 289 6/97

MATERIAL MAY NOT BE REPRODUCED IN WHOLE OR IN PART IN ANY FORM WHATSOEVER.

Pacific Coast Memorials Price List (Flush) Granite Marker Prices 2016

Length x Width x Height		Group 1	Group 2	Group 3
16" x 8" x 4"	Marker	\$410.00	\$450.00	\$1,150.00
	Setting Fee	\$320.00	\$320.00	\$320.00
	Sales Tax	\$69.35	\$73.15	\$139.65
	Total	\$799.35	\$843.15	\$1,609.65
20" x 10" x 4"	Marker	\$450.00	\$570.00	\$1,250.00
	Setting Fee	\$320.00	\$320.00	\$320.00
	Sales Tax	\$73.15	\$84.55	\$149.15
	Total	\$843.15	\$974.55	\$1,719.15
24" x 12" x 4"	Marker	\$570.00	\$680.00	\$1,370.00
	Setting Fee	\$320.00	\$320.00	\$320.00
	Sales Tax	\$84.55	\$95.00	\$160.55
	Total	\$974.55	\$1,095.00	\$1,850.55
28" x 16" x 4"	Marker	\$750.00	\$860.00	\$1,510.00
	Setting Fee	\$320.00	\$320.00	\$320.00
	Sales Tax	\$101.65	\$112.10	\$173.85
	Total	\$1,171.65	\$1,292.10	\$2,003.85

		Group 1	Group 2	Group 3
Absolute White	Misty Pink	American Bouquet	Academy	
Aspen White	New Mahogany	Balmoral Red	Autumn Brown	
Aurora	Paradiso	Bengal Black	Barre	
Bahama Blue	Peacock Green	Blue Pearl	Cherrywood	
Barrell Gray	Rainbow Red	Carnelian	Diamond Gray	
Black Galaxy	River Red	Colonial Rose	Ebony Mist	
Blue Butterfly	Rose Chestnut	Emerald Pearl	Gorman Green	
Cat's Eye	Sapphire Brown	Evergreen	Lake Superior Green	
Classic Pink	Sea Wave White	Georgia Gray	Maple Rose	
Cloud White	Sentinal Red	Gray St. Cloud	Mountain Red	
Crystal White	Silver Bronze	Mahogany	Rainbow	
Dragon Red	Silver Pearl	Morning Rose	Royal Black	
Green Galaxy	Sunset Red	Pearl White	Salisbury Pink	
Himalaya Blue	Tan Brown	Wintergreen	Wausau Red	
Impala Black	Twilight Red			
Imperial Red	Tropical Green			
Kinawa	Wiscont White			

Additional Engraving (Flush)		Additional Engraving (Upright)	
Engraving	\$180.00	Engraving	\$105.00
Setting Fee	\$320.00	Sales Tax	\$9.98
Sales Tax	\$47.50		\$114.98
	\$547.50		



FLAT MARKER ORDER FORM

DATE: _____ NAME TO ENGRAVE (Last, First): _____ ORDER #: _____

BILLING ADDRESS:

Location: _____
 Address: _____

 Customer Contact: _____
 Phone: _____ Fax: _____
 Email: _____

SHIPPING ADDRESS (If different than billing):

Location: _____
 Address: _____

 Customer Contact: _____
 Phone: _____ Fax: _____
 Email: _____

PCM INSTALLATION: YES NO

SEND PROOF BY: EMAIL FAX MAIL

GRANITE INFO:

Size: _____
 Color: _____
ADDITIONS: (Check all that apply)
 VASE VASE BLOCK
 BEVEL EDGES Type: _____
 SHAPE CARVING CERAMIC PHOTO(S)
 TRI-TONE ENGRAVING DIAMOND ETCHING

DESIGN INFO:

PCM DESIGN #: _____
 Notes: _____
 ARTIST TO DESIGN: EXACTLY AS MARKED
 USING DISCRETION MATCH RUBBING/PHOTO
 CUSTOM ARTWORK:

DESIGN AND ENGRAVING INSTRUCTIONS

ADDITIONAL INSTRUCTIONS:

CLAIM FOR STANDARD GOVERNMENT HEADSTONE OR MARKER

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. VA cannot conduct or sponsor a collection of information unless it has a valid OMB number. Your obligation to respond is voluntary, however, your response is required to obtain benefits. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the VA Clearance Officer (005R1B), 810 Vermont Avenue, NW, Washington, DC 20420. Please DO NOT send claims for benefits to this address.

BENEFIT PROVIDED**a. HEADSTONE OR MARKER**

Only for Veterans who died on or after November 1, 1990 - Furnished for the grave of any eligible deceased Veteran. Will be provided for placement in private cemeteries regardless of whether or not the grave is already marked with a privately-purchased headstone or marker.

Only for Veterans who died before November 1, 1990 - Furnished for the **UNMARKED GRAVE** of any eligible deceased Veteran. The applicant must certify the grave is **unmarked**. **For Veterans that served prior to World War I, a grave is considered marked when a headstone/marker displays the decedent's name only, or if the name was historically documented in a related document, such as by a number that is inscribed on a grave block and is recorded in a burial ledger. For service during and after World War I, a grave is considered marked if a headstone/marker displays the decedent's name and date of birth and/or death, even though the Veteran's military data is not shown.**

b. MEMORIAL HEADSTONE OR MARKER - Furnished for placement in a cemetery only to commemorate a deceased eligible Veteran whose remains have not been recovered or identified, were buried at sea, donated to science, or cremated and the remains scattered. May not be used as a memento. Check box in block 28 and explain in block 27.

c. MEDALLION - Eligible Veterans may receive a Government-furnished headstone or marker, or a medallion, but not both. *If requesting a medallion, please use VA Form 40-1330M.*

WHO IS ELIGIBLE - Any deceased Veteran discharged under honorable conditions and any member of the Armed Forces of the United States who dies on active duty. A deceased Veteran discharged under conditions other than honorable may also be eligible. A copy of the deceased Veteran's discharge certificate (DD Form 214 or equivalent) or a copy of other official document(s) establishing qualifying military service must be attached. **Do not send original documents;** they will not be returned. **Service after September 7, 1980, must be for a minimum of 24 months continuous active duty or be completed under special circumstances, e.g., death on active duty.** Persons who have only limited active duty service for training while in the National Guard or Reserves are not eligible unless there are special circumstances, e.g., death while on active duty, or as a result of training. Reservists and National Guard members who, at time of death, were entitled to retired pay, or would have been entitled, but for being under the age of 60, are eligible; a copy of the Reserve Retirement Eligibility Benefits Letter must accompany the claim. Reservists called to active duty other than training and National Guard members who are Federalized and who serve for the period called are eligible. Service prior to World War I requires detailed documentation, e.g., muster rolls, extracts from State files, military or State organization where served, pension or land warrant, etc.

WHO CAN APPLY - Federal regulation defines "applicant" as the decedent's Next-of-Kin (NOK); a person authorized in writing by the NOK; or a personal representative authorized in writing by the decedent. Written authorization must be included with claim. A notarized statement is not required.

HOW TO SUBMIT A CLAIM

FAX claims and supporting documents to **1-800-455-7143**.

IMPORTANT: If faxing more than one claim - fax each claim package (claim plus supporting documents) individually, i.e., disconnect the call and redial for each submission.

MAIL claims to: **Memorial Programs Service (41B)**
Department of Veterans Affairs
5109 Russell Road
Quantico, VA 22134-3903

A Government headstone or marker may be furnished only upon receipt of a fully completed and signed claim with required supporting documentation.

SIGNATURES REQUIRED - The applicant signs in block 17; the person agreeing to accept delivery (consignee) in block 22, and the cemetery or other responsible official in block 24. If there is no official on duty at the cemetery, the signature of the person responsible for the property listed in block 21 is required. Entries of "None," "Not Applicable," or "NA" cannot be accepted. State Veterans' Cemeteries are not required to complete blocks 17, 18, 22 and 23.

ASSISTANCE NEEDED - If assistance is needed to complete this claim, contact the nearest VA Regional Office, national cemetery, or a local veterans' organization. No fee should be paid in connection with the preparation of this claim. Use block 27 for any clarification or other information you wish to provide. Should you have questions when filling out this form, you may contact our Applicant Assistance Unit toll free at: 1-800-697-6947, or via e-mail at meps.headstones@va.gov.

TRANSPORTATION AND DELIVERY OF MARKER - The headstone or marker is shipped without charge to the consignee designated in block 19 of the claim. **The delivery will not be made to a Post Office box.** The consignee should be a business with full delivery address and telephone number. If the consignee is not a business explain fully in block 27. For delivery to a Rural Route address, you must include a daytime telephone number including area code in block 20. If you fail to include the required address and telephone number information, we cannot deliver the marker. The Government is not responsible for costs to install the headstone or marker in private cemeteries.

CAUTION - *To avoid delays in the production and delivery of the headstone or marker, please check carefully to be sure you have accurately furnished all required information before faxing or mailing the claim. If inaccurate information is furnished, it may result in an incorrectly inscribed headstone or marker. Headstones and markers furnished remain the property of the United States Government and may not be used for any purpose other than to be placed at an eligible individual's grave or in a memorial section within a cemetery.*

DETACH AND RETAIN THIS GENERAL INFORMATION SHEET FOR YOUR RECORDS.

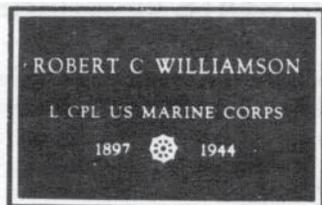
ILLUSTRATIONS OF STANDARD GOVERNMENT HEADSTONES AND MARKERS

**UPRIGHT HEADSTONE
WHITE MARBLE OR
LIGHT GRAY GRANITE**



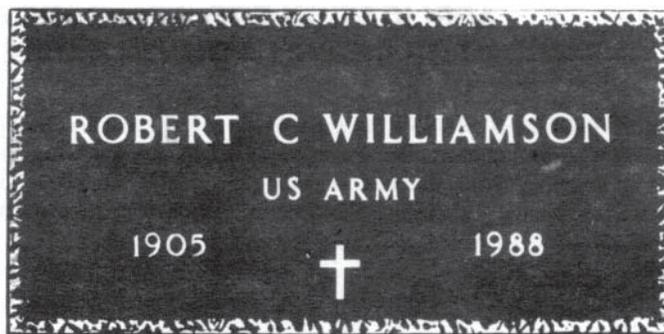
This headstone is 42 inches long, 13 inches wide and 4 inches thick. Weight is approximately 230 pounds. Variations may occur in stone color, and the marble may contain light to moderate veining.

BRONZE NICHE



This niche marker is 8-1/2 inches long, 5-1/2 inches wide, with 7/16 inch rise. Weight is approximately 3 pounds; mounting bolts and washers are furnished with the marker. Used for columbarium or mausoleum interment. Also provided to supplement a privately-purchased headstone or marker for eligible Veterans who died on or after November 1, 1990 and are buried in a private cemetery.

**FLAT MARKERS
BRONZE**



This grave marker is 24 inches long, 12 inches wide, with 3/4 inch rise. Weight is approximately 18 pounds. Anchor bolts, nuts and washers for fastening to a base are furnished with the marker. The base is not furnished by the Government.

LIGHT GRAY GRANITE OR WHITE MARBLE



This grave marker is 24 inches long, 12 inches wide, and 4 inches thick. Weight is approximately 130 pounds. Variations may occur in stone color; the marble may contain light to moderate veining.

NOTE: Civil War Era headstones - In addition to the headstone and markers pictured, two special styles of upright headstones are available for those who served with Union Forces during the Civil War or for those who served in the Spanish-American War, and another for those who served with the Confederate States of America during the Civil War. Requests for these special styles should be made in block 27 of the claim. It is necessary to submit detailed documentation that supports eligibility. Inscriptions on these headstone types are intentionally limited to assure historic accuracy. For example, only rank above 'Private' was historically authorized; emblems of belief and the words 'Civil War' are not provided.

INSCRIPTION INFORMATION

MEMORIAL HEADSTONES AND MARKERS (remains are not buried). The words "In Memory Of" are mandatory and precede the authorized inscription data. The words "In Memory Of" are only inscribed when remains are not available.

MANDATORY ITEMS of inscription at Government expense are: Legal Name, Branch of Service, Year of Birth, Year of Death, and for State Veterans and National Cemeteries only, the section and grave number. Branches of Service are: U.S. Army (USA), U.S. Navy (USN), U.S. Air Force (USAF), U.S. Marine Corps (USMC), U.S. Coast Guard (USCG), U.S. Army Air Forces (USAAF), and other parent organizations authorized for certain periods of time; and special units such as Women's Army Auxiliary Corps (WAAC), Women's Air Force Service Pilots (WASP), U.S. Public Health Service (USPHS), and National Oceanic & Atmospheric Administration (NOAA). Different examples of inscription formats are illustrated above. More than one branch of service is permitted, subject to space availability.

OPTIONAL ITEMS are identified on the claim in boxes with bold outlines. These items may be included at Government expense if desired. Optional items include month and day of birth in block 5A, month and day of death in block 5B, highest rank attained in block 7, awards in block 9, war service in block 10, and emblem of belief in block 12. War service includes active duty service during a recognized period of war and the individual does not have to serve in the actual place of war, e.g., Vietnam may be inscribed if the Veteran served during the Vietnam War period, even though the individual never served in the country. Supporting documentation must be included with the claim if you wish to include the highest rank and/or awards.

ADDITIONAL ITEMS may be inscribed at Government expense if they are requested on the initial claim and space is available. Examples of additional items include appropriate terms of endearment, nicknames (in expressions such as "OUR BELOVED POPPY"), military or civilian credentials or accomplishments such as DOCTOR, REVEREND, etc., and special unit designations such as WOMEN'S ARMY CORPS, ARMY AIR CORPS, ARMY NURSE CORPS or SEABEES. All requests for additional inscription items should be stated in block 27, and are subject to VA approval. No graphics, emblems or pictures are permitted except available emblems of belief, the Medal of Honor, and the Southern Cross of Honor for Civil War Confederates.

RESERVED SPACE for future inscriptions **at private expense**, such as spousal or dependent data, is allowed if requested in block 27 and if space is available. Only two lines of space may be reserved on flat markers due to space limitations. Reserved space is unnecessary on upright marble or granite headstones as the reverse side is available for future inscriptions.

INCOMPLETE OR INACCURATE INFORMATION ON THE CLAIM MAY RESULT IN ITS RETURN TO THE CLAIMANT, A DELAY IN RECEIPT OF THE HEADSTONE OR MARKER, OR AN INCORRECT INSCRIPTION.



IMPORTANT: Please read the General Information Sheet before completing this form. Type or print clearly all information except for signatures. Illegible printing could result in an incorrect headstone or marker or delivery. *Blocks outlined in bold are optional inscription items. Unless indicated otherwise all other blocks must be completed. **MILITARY DISCHARGE DOCUMENTS OR RELATED SERVICE INFORMATION ARE REQUIRED.***

1. FOR VA USE ONLY

2. NAME OF DECEASED TO BE INSCRIBED ON HEADSTONE OR MARKER (NO NICKNAMES OR TITLES PERMITTED)				3. GRAVE IS:	
FIRST (Or Initial)	MIDDLE (Or Initial)	LAST	SUFFIX	<input type="checkbox"/> CURRENTLY MARKED (with privately purchased marker)	
				<input type="checkbox"/> NOT MARKED	

VETERAN'S SERVICE AND IDENTIFYING INFORMATION (Use numbers only, e.g., 05-15-1941)

4. VETERAN'S SOCIAL SECURITY NO. OR SERVICE NO.			PERIODS OF ACTIVE MILITARY DUTY (For additional space use Block 27)					
SSN: _____ OR SVC. NO.: _____			6A. DATE(S) ENTERED			6B. DATE(S) SEPARATED		
			MONTH	DAY	YEAR	MONTH	DAY	YEAR
5A. DATE OF BIRTH			5B. DATE OF DEATH					
MONTH	DAY	YEAR	MONTH	DAY	YEAR			

7. HIGHEST RANK ATTAINED (No pay grades)	8. BRANCH OF SERVICE (Check applicable box(es) - must be consistent with rank in Box 7)							
	ARMY	NAVY	MARINE CORPS	COAST GUARD	AIR FORCE	ARMY AIR FORCES	MERCHANT MARINE	OTHER (Specify)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. VALOR OR PURPLE HEART AWARD(S) (Documentation must be provided)					10. WAR SERVICE (Check applicable box(es))							
MEDAL OF HONOR	DST SVC CROSS	NAVY CROSS	AIR FORCE CROSS	SILVER STAR	BRONZE STAR MEDAL	PURPLE HEART	OTHER (Specify)	WORLD WAR II	KOREA	VIETNAM	PERSIAN GULF	OTHER (Specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. TYPE OF HEADSTONE OR MARKER REQUESTED (Check one)						12. DESIRED EMBLEM OF BELIEF						
FLAT BRONZE	FLAT GRANITE	UPRIGHT MARBLE	FLAT MARBLE	BRONZE NICHE	UPRIGHT GRANITE	NONE	EMBLEM NUMBER (Specify) (See reverse side of this form for available emblems)					
<input type="checkbox"/> B	<input type="checkbox"/> G	<input type="checkbox"/> U	<input type="checkbox"/> F	<input type="checkbox"/> Z	<input type="checkbox"/> V	<input type="checkbox"/>	<input type="checkbox"/> _____					

13A. NAME AND MAILING ADDRESS OF APPLICANT (No., Street, City, State, and ZIP Code)				13B. DAYTIME PHONE NO. OF APPLICANT			
				14. E-MAIL ADDRESS (Optional)			
				15. FAX NO. (Optional)			

16. ARE YOU:

NEXT OF KIN (Specify relationship) _____

AUTHORIZED REPRESENTATIVE ON BEHALF OF DECEDENT (Include Written Authorization)

AUTHORIZED REPRESENTATIVE ON BEHALF OF NEXT OF KIN (Include Written Authorization)

CERTIFICATION: By signing below I certify the headstone or marker will be installed in the cemetery listed in block 21 at no expense to the Government and all information entered on this form is true and correct to the best of my knowledge. I also certify, to the best of my knowledge, that the decedent has never committed a serious crime, such as murder or other offense that could have resulted in imprisonment for life, has never been convicted of a serious crime, and has never been convicted of a sexual offense for which he or she was sentenced to a minimum of life imprisonment.

PENALTY: The law provides severe penalties, which include fine or imprisonment, or both, for the willful submission of any statement or evidence of a material fact, knowing it to be false or for the fraudulent acceptance of any benefit to which you are not entitled.

17. SIGNATURE OF APPLICANT		18. DATE (MM/DD/YYYY)	
19. NAME AND DELIVERY ADDRESS OF BUSINESS (CONSIGNEE) THAT WILL ACCEPT PREPAID DELIVERY (No., Street, City, State, and ZIP Code); P.O. BOX IS NOT ACCEPTABLE		20. DAYTIME PHONE NO. (Include Area Code)	21. NAME AND ADDRESS OF CEMETERY WHERE GRAVE IS LOCATED (No., Street, City, State, and ZIP Code)

CERTIFICATION: By signing below I agree to accept prepaid delivery of the headstone or marker.

22. PRINTED NAME AND SIGNATURE OF PERSON REPRESENTING BUSINESS (CONSIGNEE) NAMED IN BLOCK 19		23. DATE (MM/DD/YYYY)	

CERTIFICATION: By signing below I certify the type of headstone or marker checked in block 11 is permitted in the cemetery named in block 21.

24. PRINTED NAME AND SIGNATURE OF CEMETERY OR OTHER RESPONSIBLE OFFICIAL	25. DAYTIME PHONE NO. (Include Area Code)	26. DATE (MM/DD/YYYY)

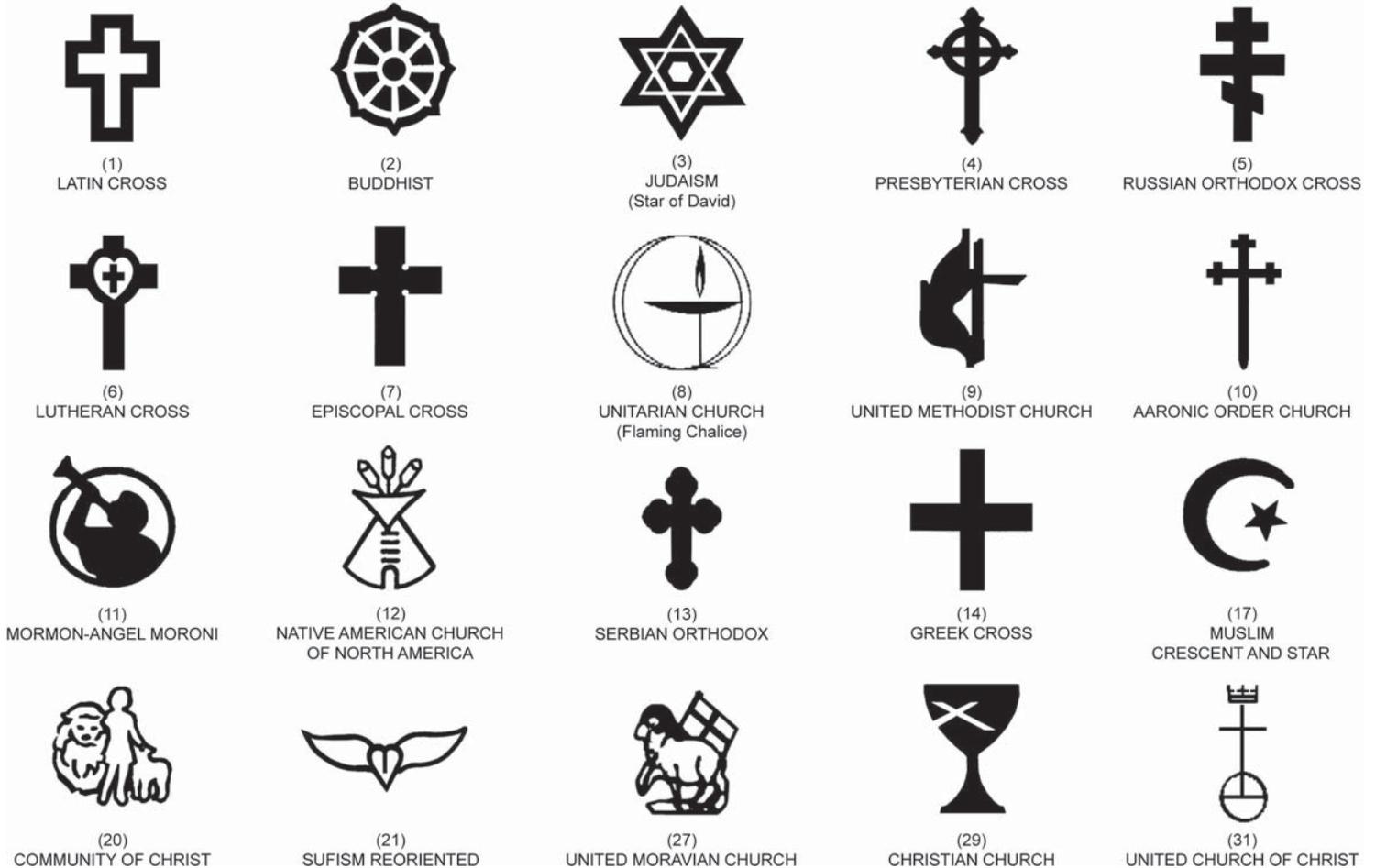
27. REMARKS (Additional inscription space will vary in size according to the type of marker)

28. CHECK BOX BELOW IF REMAINS ARE NOT BURIED AND EXPLAIN IN BLOCK 27 (e.g., buried at sea, remains scattered, etc.)	29. SECTION/GRAVE NO. (State Cemetery Only)
<input type="checkbox"/> REMAINS NOT BURIED	

AVAILABLE EMBLEMS (See block 12)

Attachment E

The graphics shown below are of 20 representative emblems of belief for placement on Government-furnished headstones/markers.



EMBLEMS OF BELIEF AVAILABLE:

- | | |
|---|--|
| <p>LATIN CROSS (01)
 BUDDHIST (Wheel of Righteousness) (02)
 JUDAISM (Star of David) (03)
 PRESBYTERIAN CROSS (04)
 RUSSIAN ORTHODOX CROSS (05)
 LUTHERAN CROSS (06)
 EPISCOPAL CROSS (07)
 UNITARIAN CHURCH (Flaming Chalice) (08)
 UNITED METHODIST CHURCH (09)
 AARONIC ORDER CHURCH (10)
 MORMON (Angel Moroni) (11)
 NATIVE AMERICAN CHURCH OF NORTH AMERICA (12)
 SERBIAN ORTHODOX (13)
 GREEK CROSS (14)
 BAHAI (9 Pointed Star) (15)
 ATHEIST (16)
 MUSLIM (Crescent and Star) (17)
 HINDU (18)
 KONKO-KYO FAITH (19)
 COMMUNITY OF CHRIST (20)
 SUFISM REORIENTED (21)
 TENRIKYO CHURCH (22)
 SIECHO-NO-IE (23)
 THE CHURCH OF WORLD MESSIANITY (Izunome) (24)
 UNITED CHURCH OF RELIGIOUS SCIENCE (25)
 CHRISTIAN REFORMED CHURCH (26)
 UNITED MORAVIAN CHURCH (27)
 ECKANKAR (28)
 CHRISTIAN CHURCH (29)</p> | <p>CHRISTIAN & MISSIONARY ALLIANCE (30)
 UNITED CHURCH OF CHRIST (31)
 HUMANIST (AMERICAN HUMANIST ASSOCIATION) (32)
 PRESBYTERIAN CHURCH (USA) (33)
 IZUMO TAISHAKYO MISSION OF HAWAII (34)
 SOKA GAKKAI INTERNATIONAL - USA (35)
 SIKH (KHANDA) (36)
 WICCAN (37)
 LUTHERAN CHURCH MISSOURI SYNOD (38)
 NEW APOSTOLIC CHURCH (39)
 SEVENTH DAY ADVENTIST CHURCH (40)
 CELTIC CROSS (41)
 ARMENIAN CROSS (42)
 FAROHAR (43)
 MESSIANIC JEWISH (44)
 KOHEN HANDS (45)
 CATHOLIC CELTIC CROSS (46)
 THE FIRST CHURCH OF CHRIST, SCIENTIST (Cross and
 Crown) (47)
 MEDICINE WHEEL (48)
 INFINITY (49)
 LUTHER ROSE (51)
 LANDING EAGLE (52)
 FOUR DIRECTIONS (53)
 CHURCH OF NAZARENE (54)
 HAMMER OF THOR (55)
 UNIFICATION CHURCH (56)
 SANDHILL CRANE (57)
 MUSLIM (Islamic 5 Pointed Star) (98)</p> |
|---|--|

To obtain the most recent information about headstones and markers including the complete and most current list of available emblems of belief (listing all names and graphics), please visit our website at www.cem.va.gov. You may also request a copy of this list by contacting our Applicant Assistance Unit toll free at 1-800-697-6947, or via e-mail at: mps.headstones@va.gov.



Cemetery

Cemetery Lots

In Ground Burial Plots	Resident	Non-Res
Single Depth, Premier or Historic Section	2,400.00	3,600.00
Double Depth.....	4,800.00	7,200.00
Infant Plot	800.00	1,200.00

Cremation Plots	Resident	Non-Res
Urn Garden Plot.....	800.00	1,200.00

Niche Walls

Niche Wall - Flag Plaza & Walkway	Resident	Non-Res
Niche Wall - Level 1	1,368.00	2,052.00
Niche Wall - Level 2	1,560.00	2,340.00
Niche Wall - Level 3	1,560.00	2,340.00
Niche Wall - Level 4	1,872.00	2,808.00

Niche Wall - Entry Way	Resident	Non-Res
Niche Wall - Level 1	1,140.00	1,170.00
Niche Wall - Level 2	1,308.00	1,962.00
Niche Wall - Level 3	1,308.00	1,962.00
Niche Wall - Level 4	1,518.00	2,277.00
Niche Wall - Level 5	1,518.00	2,277.00
Niche Wall - Level 6	1,308.00	1,962.00

Service Charges

Service Fees	Resident	Non-Res
Open/Close - Adult Burial - Weekday	1,630.00	2,445.00
Open/Close - Adult Burial - Wknd/Hday.....	2,030.00	3,045.00
Child Open/Close - Weekday.....	500.00	750.00
Child Open/Close - Wknd/Hday.....	900.00	1,350.00
Niche Wall/Opening - Weekday	500.00	750.00
Niche Wall/Niche Opening - Wknd/Hday	700.00	1,050.00
Open/Close - Cremation Plot - Weekday.....	500.00	750.00
Open/Close - Cremation Plot - Wknd/Hday	700.00	1,050.00
Disinternment	1,630.00	2,245.00

Miscellaneous Charges

Flush Markers (Sold by City)**	Value based on size & type of marker
Marker Setting	
Veterans**	\$200.00
Flush**	\$320.00
Upright**	\$440.00
Niche Lettering**	\$180.00
Liner Sales**	\$250.00

** These items subject to sales tax

All costs are for normal services and sizes. There may be additional costs for any requests that are beyond the scope of these services or have larger sizing needs.

