

## **Catholic Cemeteries, Diocese of Springfield in Illinois Interment Authorization Instructions and Sample**

**Use:** The Interment Authorization is to be used any time there is an interment, inurnment or entombment at the cemetery. It is used to authorize a burial in a specific grave/crypt/niche.

The document should be signed by the deceased's next-of-kin, i.e. spouse, parent, child. If the next-of-kin is not the lot owner or the lot owner's heir, then the Designation Document must be used to obtain permission to bury the person on the lot.

### **Directions:**

1. The name and contact information for the cemetery.
2. This section must include the following information:
  - a. The name of the deceased;
  - b. The burial date and the name of the cemetery; and
  - c. The exact location of the burial.
3. The notes section can be used to describe any special circumstances such as a multi-level burial.
4. This section should include the name and contact information for the deceased's heir, i.e. parent, spouse or child. It should also include the relationship of the heir to the deceased.
5. The deceased's legal representative is required to sign the Interment Authorization before the burial can occur. Ideally, the heir should be brought to the grave site so they can verify in person that the burial location is correct. If the representative has seen the grave space, they should sign in this section.
6. If the deceased's legal representative is unable to view the grave space in person, they must sign in the Interment Authorization in this section. The representative's signature must be witnessed by another person, such as the Cemetery Manager, a funeral home worker, etc.
7. The final section is for internal use only. It is used to confirm that the Cemetery Manager has sent notification of the burial to the parish (only if the cemetery is a parish cemetery) and that the burial has been registered with the state.

**Catholic Cemeteries, Diocese of Springfield in Illinois  
Interment Authorization – Sample**

1. Cemetery Name/Location: St. Philomena, Overlook Heights  
Cemetery Manager: Margaret Jones  
Parish/Cemetery Office Address, City, State, Zip: St. Philomena, 555 Lilac Ln., Overlook Heights, IL 65556  
Phone: 217.555.1669

Permission is hereby granted to Catholic Cemeteries, Diocese of Springfield in Illinois, for the interment of:

2. Name of deceased: Carter Simpson  
Burial date: Nov. 1, 2010 in St. Philomena cemetery in:  
Section B Block 15 Lot 10 Grave 1 **OR** Crypt \_\_\_\_\_ Niche \_\_\_\_\_ Tier \_\_\_\_\_

3. Notes: \_\_\_\_\_  
\_\_\_\_\_

***Please Read***

The undersigned, on behalf of themselves, their heirs, personal representatives and assigns, do hereby agree to indemnify and hold harmless the Catholic Bishop of Springfield in Illinois, Catholic Diocese of Springfield in Illinois, a religious corporation, the Catholic Cemeteries, its agents and employees, against any and all loss or damage sustained as a result of any claim that may hereafter be made against the Catholic Bishop of Springfield in Illinois the Catholic Diocese of Springfield in Illinois, a religious corporation, its agents and/or employees, arising out of or in any way connected with the authorization granted by this document.

4. Deceased's legal representative: Martha Simpson  
Address, City, State, Zip: 5643 Montgomery Circle, Overlook Heights, IL 65556  
Relationship to deceased: Wife

5. My signature below does hereby verify that I have seen the above grave space and I consent to burial in this location.

Signature of deceased's representative: Martha Simpson

6. I choose not to verify the grave space in person, therefore, Catholic Cemeteries cannot be held responsible for any misinterpretation of the grave location.

Signature of deceased's representative: \_\_\_\_\_

Witness to above signature: \_\_\_\_\_

Print name: \_\_\_\_\_

7. **Internal Use Only:**  
I have sent notification to the parish for entry in the parish death register: X  
I have registered this burial with the State of Illinois: X