

# DECLARATION BY FUNERAL DIRECTOR

(Coronavirus Supplementary Form)

Funeral directors must NOT sign the declaration on the interment application form but should complete this form and email it to us with the application form.

1. The funeral director must provide us, the burial authority, with an audit trail clearly showing that the content of the application form is the instructions provided by the applicant to the funeral director.
2. There must be a contact phone number/email for the applicant to enable the burial grounds manager to contact the applicant to confirm the instructions.
3. Funeral directors must keep records showing a clear audit trail of how the instructions were received from the applicant.

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|---|--|
| <b>Burial Ground</b>                                    |  |
| <b>Reason(s) applicant cannot sign application form</b> | Social distancing, other, please state...  |
| <b>Name of deceased</b>                                 |  |
| <b>Name of applicant</b>                                |  |
| <b>Contact details for applicant (phone/email)</b>      |  |
| <b>Day, date and time of interment</b>                  |  |
| <b>Date and time instruction received</b>               |  |
| <b>Format of instruction received</b>                   | <input type="checkbox"/> By phone; <input type="checkbox"/> by email, <input type="checkbox"/> in person at a distance, other, please state how... |
| <b>Funeral director company name</b>                    |  |
| <b>Name of funeral director</b>                         |  |
| <b>Signature of funeral director (and date)</b>         | Date:  |

Please scan and return with the interment form to [forms@leedam.com](mailto:forms@leedam.com)