



Burial and cremation forms

Notes for funeral directors (effective 20 May 2015)

Application for cremation permit	
When to use	Before the remains of a deceased person are cremated, application must be made to the Registrar of Births, Deaths and Marriages
To be completed by	The person making the application for cremation
To be lodged with	<p>Scenario 1 - Death from Natural Causes</p> <ul style="list-style-type: none"> ▪ Payment of application fee ▪ Form 2 (Cremation Permit) ▪ Form 3 (Certificate of Treating or Examining Doctor) ▪ Form 4 (Certificate of Second Doctor) <p>Scenario 2 - Death from Natural Causes (Post Mortem conducted by doctor - non-coronial)</p> <ul style="list-style-type: none"> ▪ Payment of application fee ▪ Form 2 (Cremation Permit) ▪ Form 5 (Certificate of Doctor Conducting Post Mortem) <p>Scenario 3 - Death reported to Coroner</p> <ul style="list-style-type: none"> ▪ Payment of application fee ▪ Form 2 (Cremation Permit) ▪ Authority to Dispose of Human Remains (issued by the Coroner)
To be submitted to	Births, Deaths and Marriages Registration Office

Form 2 Cremation permit	
	This form must be used whenever the deceased's remains are to be cremated. Crematoriums will not proceed with cremation until a completed, signed permit and numbered is provided to them.
	The person making the application for cremation
	Refer to Form 1
	Births, Deaths and Marriages Registration Office Crematorium (once signed and permit number issued by BDM)

Death from natural causes – certificate for treating or examining doctor	
	In cases where the deceased died of natural causes and is to be cremated
	The doctor who: <ul style="list-style-type: none"> a) was responsible for the deceased's medical care immediately before death; or b) examined the body of the deceased after death
	<ul style="list-style-type: none"> ▪ Form 1 (including payment of application fee) ▪ Form 2 (Cremation Permit) ▪ Form 4 (Certificate of Second Doctor)

Form 4 Death from natural causes – certificate of second doctor	
	In cases where the deceased died of natural causes and is to be cremated
	The doctor who reviewed both the: a) circumstances of death; and b) Form 3 (Certificate of Death from Natural Causes) issued by the treating or examining doctor
	<ul style="list-style-type: none"> ▪ Form 1 (including payment of application fee) ▪ Form 2 (Cremation Permit) ▪ Form 3 (Certificate of Treating or Examining Doctor)

Death from natural causes – certificate of doctor conducting post mortem (non-coronial)	
	In cases where the deceased died of natural causes and is to be cremated, and where a post mortem took place
	The doctor who completed the post mortem examination
	<ul style="list-style-type: none"> ▪ Form 1 (including payment of application fee) ▪ Form 2 (Cremation Permit)

Form 6 ** new form for burial ** Partial certificate of cause of death	
	In cases where the deceased died of natural causes and is to be buried Cemeteries will not proceed with burial until a Partial Certificate is received certifying that the deceased died of natural causes (all other cases will require authorisation from the State Coroner, Minister or the Registrar)
	The doctor who was responsible for the deceased's care immediately before death or the doctor who examined the body of the deceased after death

Form 7 Certificate of identification of deceased	
	Prior to burial or cremation occurring. It is an offence to bury or cremate the deceased unless a certificate of identification has been sighted
	a) a person who personally knew the deceased; or b) the doctor who was responsible for the deceased's medical care immediately before death and who has: <ul style="list-style-type: none"> • identified the body of the deceased and • sighted an identification tag with the full name and place of death or • visually sighted the deceased's body in a coffin with a name plate.
	<ul style="list-style-type: none"> ▪ Form 2 (Cremation Permit) or Form 6 (Partial Certificate)

Form 8 Certificate of doctor dispensing with identification of deceased	
	Cemeteries and crematoriums will not proceed with burial/cremation until the deceased is appropriately identified In cases where the deceased's body cannot be identified because it is, for example, mutilated, burnt or decomposed. However, it can also be used where there is no-one who can identify the deceased, however this is only in exceptional circumstances where all attempts have been exhausted.
	A doctor who has viewed the body and who can provide the reason(s) why the body cannot be identified
	<ul style="list-style-type: none"> ▪ Form 2 (Cremation Permit) or Form 6 (Partial Certificate)
	Form 8 cases are almost always coronial cases and identification should be established by forensic means.

Application for registrar's authority to dispose of human remains and special cremation permit	
When to use	This application is used where the documents usually required for a cremation permit application cannot be produced (ie exhumations). The deceased's death must be registered and the deceased must have died of natural causes
To be completed by	The person making the application for cremation
To be lodged with	<ul style="list-style-type: none"> ▪ Payment of application fee ▪ Copy of the death certificate

Contact BDM

Postal address

Births, Deaths & Marriages
 Consumer & Business Services (CBS)
 GPO Box 1351
 Adelaide SA 5001

In person

CBS Customer Service Centre
 91 Grenfell Street
 Adelaide SA 5000
 Opening hours: 9am to 5pm Monday to Friday (except public holidays)

Email: registrations.bdm@agd.sa.gov.au

Website: cbs.sa.gov.au

Phone: 131 882