



# BURIAL AND CREMATION FORMS

Notes for Funeral Directors (Updated May 2022)

<b>FORM 1 APPLICATION FOR CREMATION PERMIT</b>	
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><i>Scenario 1 - Death from Natural Causes</i></p> <ul style="list-style-type: none"><li>▪ Payment of application fee</li><li>▪ Doctor's certificate of cause of death issued under section 36 of the <i>Births, Deaths and Marriages Registration Act 1996</i>.</li><li>▪ Form 4 (Certificate of Second Doctor)</li></ul> <p><i>Scenario 2 - Death from Natural Causes (Post Mortem conducted by doctor - non-coronial)</i></p> <ul style="list-style-type: none"><li>▪ Payment of application fee</li><li>▪ Form 5 (Certificate of Doctor Conducting Post Mortem)</li></ul> <p><i>Scenario 3 - Death reported to Coroner</i></p> <ul style="list-style-type: none"><li>▪ Payment of application fee</li><li>▪ Authority to Dispose of Human Remains (issued by the Coroner)</li></ul>
To be submitted to	Births, Deaths and Marriages Registration Office

<b>FORM 4 DEATH FROM NATURAL CAUSES - CERTIFICATE OF SECOND DOCTOR</b>	
When to use	In cases where the deceased died of natural causes and is to be cremated.
To be completed by	<p>The doctor who reviewed both the:</p> <ol style="list-style-type: none"><li>a) circumstances of the death; and</li><li>b) the doctor's certificate of cause of death issued by the treating or examining doctor under section 36 of the <i>Births, Deaths and Marriages Registration Act 1996</i>.<p>The form 4 cannot be completed by the same doctor who completed the doctor's certificate of cause of death.</p></li></ol>
To be lodged with	<ul style="list-style-type: none"><li>▪ Form 1 (including payment of application fee)</li><li>▪ Doctor's certificate of cause of death issued under section 36 of the <i>Births, Deaths and Marriages Registration Act 1996</i>.</li></ul>

<b>FORM 5 DEATH FROM NATURAL CAUSES - CERTIFICATE OF DOCTOR CONDUCTING POST MORTEM (NON-CORONIAL)</b>	
When to use	In cases where the deceased died of natural causes and is to be cremated, and where a post mortem took place.
To be completed by	The doctor who completed the post mortem examination.
To be lodged with	<ul style="list-style-type: none"><li>▪ Form 1 (including payment of application fee)</li></ul>

<b>FORM 6 PARTIAL CERTIFICATE OF CAUSE OF DEATH – BURIAL ONLY</b>	
When to use	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)
To be completed by	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.

<b>FORM 7 CERTIFICATE OF IDENTIFICATION OF DECEASED</b>	
When to use	Prior to burial or cremation occurring. It is an offence to bury or cremate the deceased unless a certificate of identification has been sighted.
To be completed by	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"> <li>• identified the body of the deceased <b>and</b></li> <li>• sighted an identification tag with the full name and place of death <b>or</b></li> <li>• visually sighted the deceased's body in a coffin with a name plate.</li> </ul>
To be lodged with	A funeral director or other person who arranges for the disposal of human remains must, within 28 days after the disposal of the remains, forward to the Registrar the certificate of identification relating to the remains

<b>FORM 8 CERTIFICATE OF DOCTOR DISPENSING WITH IDENTIFICATION OF DECEASED</b>	
When to use	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.
To be completed by	A doctor who has viewed the body and who can provide the reason(s) why the body cannot be identified.
To be lodged with	A funeral director or other person who arranges for the disposal of human remains must, within 28 days after the disposal of the remains, forward to the Registrar the certificate of identification relating to the remains
<b>Notes</b>	<b>Form 8 cases are almost always coronial cases and identification should be established by forensic means.</b>

**FORM X****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"><li>▪ Payment of application fee</li><li>▪ Copy of the death certificate</li></ul>