



4300 Statesville Road | Charlotte, North Carolina 28269  
704.509.1550 Phone • 704.509.1549 Fax  
www.roseborosmortuary.com

*"Affordable Funeral & Cremation Services!"*

Re: Required Cremation Form

To Whom It May Concern:

I have enclosed a copy of the authorization form for cremation. This form will need to be completed before the cremation process can take place. On the authorization form, please fill out all of the yellow highlighted areas.

**If you are completing the authorization form for yourself, then you are considered as next of kin; if not then the spouse is considered as the next of kin; if no spouse, then a majority of the children are considered as next of kin; therefore, the next of kin is the authorizing agent. If there are multiple people considered as next of kin, then each person would need to complete an authorization form. No two people can use the same authorization form.**

- On the first page, you must put your loved one's full name, if death has not occurred, please leave date of death and time of death blank and a cremation representative will complete that portion.
- Page 1: You must provide a photo ID for us to identify your loved one. Identity must be confirmed before we can proceed with the cremation process. **(DO NOT SIGN THIS SECTION UNLESS YOU ARE PRESENT WHEN OUR STAFF MAKES THE REMOVAL)**
- On page 1, the authorizing agent (Next of Kin) must initial giving Roseboro's Mortuary permission to take possession of and make cremation arrangements for the deceased.
- Page 1: The authorizing agent must initial and print their name giving Cremation Society of Charlotte, permission to proceed with the cremation process.
- Page 1: The authorizing agent must initial giving Roseboro's Mortuary permission to take possession of the cremated remains once the cremation has been completed.
- Page 1: You must also make a selection giving instruction as to how the ashes are to be released and who they should be released to, you have up to three names to place here (Selection#2). If you choose for the ashes to be

mailed or delivered, there will be an additional \$125.00 fee for mailing the cremains.

- Be sure to read all of the information carefully. On page two of the authorization form, you must select whether your loved one has a pacemaker or mechanical implant. After selecting, please initial.
- In addition, on page 3 of the authorization form, you will fill out the two highlighted yellow lines (you will sign your name, print your name, relationship to deceased, date and time, address and phone number). **On page three you must get the form notarized. The form will not be valid without proper notarization.** (NOTE: if the cremation authorization form is being completed at our facility, there is no need for a notary.)
- The information form should include all of your loved one's information. The information form will assist us in completing the death certificate. If you do not have an information form, one has already been completed.

After completion of these documents, please give me a call and we will discuss the next step.

Thank you,

Roseboro's Mortuary & Crematory Staff