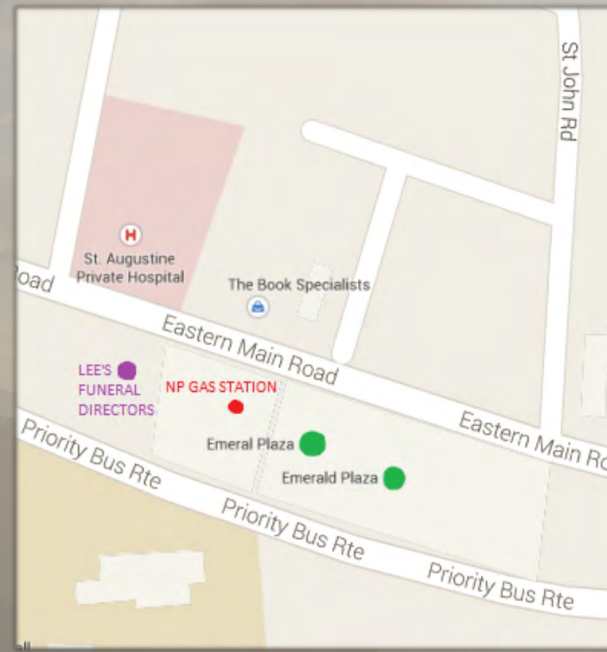


FUNERAL SERVICE CHECKLIST

- ☐ Death announcements
- ☐ Funeral Programs
- ☐ Flowers
- ☐ Gravediggers
- ☐ Bookmarkers
- ☐ Memorial cards
- ☐ Condolence Book
- ☐ Tent for graveside
- ☐ Crucifix
- ☐ Clothes
- ☐ Church/ Chapel
- ☐ Grave Marker

FIND US



24 HOURS REMOVAL SERVICE

OFFICE HOURS

Monday to Friday 8:00am - 5:00pm

Saturdays 8:00am - 1:00pm

CONTACT US

LEE'S FUNERAL DIRECTORS

50 Eastern Main Road, St. Augustine
Trinidad, WI

TEL: 1 (868) 663-1010

FAX: 1 (868) 645-6467

EMAIL: leesfuneraldirectors@gmail.com

WEBSITE: www.leesfuneraldirectors.com

Lee's
FUNERAL DIRECTORS

BURIAL



At Lee’s Funeral Directors, we are committed to maintaining high standards of ethics, integrity, service and professionalism. We are privileged to guide you through this difficult time and hope to make this process as stress-free and simple as possible for you. It is important to us that we preserve the dignity of your loved one. Our dedicated and well-trained staff is prepared to work together with you in making your loved one’s funeral service a memorable celebration of life.

The following are basic guidelines that will assist you with the initial steps of the funeral arranging process. Please feel free to enquire about anything that may not have been mentioned here.

STEP 1: REGISTERING THE DEATH

NECESSARY DOCUMENTS:

- ID Card (applicant & deceased’s)
- Electronic Birth Certificate of deceased (For Nationals Only)
- Medical Cause of Death Certificate

MEDICAL CAUSE OF DEATH CERTIFICATE

Upon the death of your loved one, the Doctor/District Medical Officer (DMO) will issue the *Medical Cause of Death Certificate*. You will need this document to register the death.

DEATH CERTIFICATE

On obtaining the Medical Cause of Death Certificate, you may proceed to register the death. The Certificate of Death (Form 20A) is issued by District Registrars. (You must register the death at the Registrar of Births and Deaths in the district the death occurred. If unsure, please contact the funeral home for exact details.) You are usually given 3-4 copies of this certificate which is used for the funeral home, cemetery or crematorium & the church. This document is required to apply for the Electronic Death Certificate.

CERTIFIED DEATH CERTIFICATE

The Electronic Death Certificate is required mostly for legal and financial purposes (i.e. Accessing the deceased’s bank account, insurance claims, letters of administration etc. Certified Death Certificates cost \$25 each and are usually issued at once unless otherwise stated by the office. The Death Certificate may be obtained after the interment of your loved one, provided you do not need to access their bank accounts/ insurance etc. to use as payment for funeral expenses.

The suggestions mentioned are in no way intended to restrict or confine your wishes. We remain open to any variations that you may have. We take this opportunity to extend our sincerest condolences and to express our deepest gratitude for giving us the opportunity to serve you.

Sincerely,
The Management & Staff
Lee’s Funeral Directors.

STEP 2: MAKING FUNERAL ARRANGEMENTS

MEMORIAL SERVICE ARRANGEMENTS

You will need to decide the date, time and location of the funeral. Before confirming any of these arrangements, please consult us to ensure availability of your preferred date and time. You would then need to consult with the officiating religious minister for his/her availability on the desired day/time. Keep in mind constraints such as traffic, length of service and location of service from cemetery/crematorium when booking times. Ask your funeral coordinator to help with the coordination of times to ensure everything runs smoothly.

BURIAL

Leased Allotments

If you do not own an allotment at a cemetery, we will be able to assist you in getting one *leased* for the interment of your loved one. Allotments in the public cemeteries are *leased* to the family for a period of seven years, after which, the corporation has the rights to utilize the allotment as they so desire. The construction of tombs and enclosures *are prohibited with this lease*. However, you are free to maintain the allotment and place a temporary grave-marker as a reminder of the location. Ask your funeral coordinator should you have any further questions or concerns about leasing an allotment.

Owned Allotments

If you own an allotment at a cemetery, you must provide the necessary documents (i.e. Title Documents /Deeds /Receipt from Corporation) in order to inter your loved one there. Please ensure that you locate the correct allotment (corresponds with the address/number on the deed) to avoid any mishaps in the interment ground. Contact us for measurements for coffins or caskets to ensure accuracy at the burial grounds.



CLOTHES

You are responsible for providing the necessary clothing for your loved one. Ask your funeral coordinator to provide a list of the necessary items. Please enquire if you are unsure about a particular clothing item or stipulated time to provide the clothing.

DEATH ANNOUNCEMENTS

The publishing of death announcements in the daily newspapers or radio is an effective and reliable way to inform those that you may have lost touch with of your loved one’s passing. We will be happy to provide you with templates that will assist you with formatting the death announcement. The cost varies depending on the length and type of announcement you would like to have published. Ask your funeral coordinator about the specific newspapers/ radio stations that are offered for this service, we will be happy to advise you accordingly.

FLOWERS

At an additional cost, you may order floral arrangements if you wish. Wreaths and casket sprays come in a variety of colors, shapes, sizes and prices, as does standing arrangements that you may wish to use to decorate the church or chapel. We will be happy to advise you more on the particulars.

FUNERAL PROGRAMS

If you wish to do funeral programs, you would need to consult with the officiating religious minister for a suitable format for the funeral service. He/she would be able to help you to select the appropriate songs, scripture readings etc. You will also need to provide a photograph of the deceased for the program. Ask your funeral coordinator for more information on programs such as the different paper options, amount of photos, suggested quantity and the costs.

GRAVE-MARKERS

Families that have leased allotments are advised to mark the allotment using a temporary grave-marker as permanent structures are not permitted. We will be able to advise you on the cost and give recommendations on the erection of the marker at the gravesite.

ACKNOWLEDGEMENTS & MEMORIAL ADS

Some families choose to have acknowledgement and memorial ads published in the newspaper. Should you wish to do so, please provide us with the relevant information no less than one week in advance.

Electronic Death Certificates may be ordered at the Registrar General’s Department at the following locations:

- Registration House, 72-74 South Quay, Port of Spain
- 10-10 A Devenish Street, Arima (Upstairs Pennywise)
- 9 Leotaud Street, San Fernando
- Caroline Building No 2, 11 Hamilton Street, Scarborough