

**What types of monument work require this form?**

Use this form to memorialize an individual who is already deceased but not interred in the cemetery plot. This form is not to be used for memorialization of a living individual. There is a separate application requesting Pre-Need or (Future Use) Inscription or Etching of a Stone.

**Form Instructions:**

If not pre-filled out by the office, list the name of the cemetery, lot location and Purchase Date of Plot. If form is being filed by heirs of the Original Owner, also state the Original Owner name on the Certificate.

If the person named on the Certificate is deceased, list all names of the surviving spouse and **all** surviving children or next of kin. Next to the name, the relationship to the Original Owner must be stated.

List the name of the person applying for the inscription and their relationship to the Original Owner. (This information will be repeated from the previous section if the original owner is not the person applying for monument work.)

List the name and address of the Monument Dealer that has been contracted to do the inscription.

If known, state the actual location where the remains are buried/entombed/inurned. Give cemetery name, city, state and/or country.

Check the appropriate line whether the remains are known to be lost or un-recovered for any form of burial.

Check if the remains are cremated and not at a cemetery. If this is the case, explain in further detail.

If form is filed by heirs of Original Owner, **all** survivors of the Original Certificate Owner sign the first page and state their address.

The Original Owner or applicant has the affidavit signed before a Notary Public. Attach a copy of the Death Certificate of the individual being memorialized as well as any other pertinent documentation regarding the death and burial location.



**Catholic Cemeteries**

**Cemetery of the Holy Rood**  
111 Old Country Road  
P.O. Box 182  
Westbury, NY 11590  
(516) 334-7990

**Holy Sepulchre Cemetery**  
3442 Route 112  
Coram, NY 11727  
(631) 732-3460

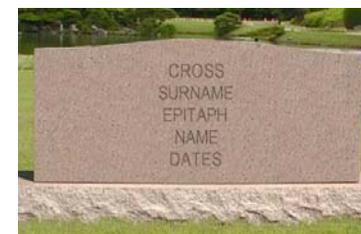
**Queen of All Saints Cemetery**  
115 Wheeler Road  
Central Islip, NY 11722  
(631) 234-8297

**[www.holyroodcemetery.org](http://www.holyroodcemetery.org)**

**Understanding Affidavits**



*A guide to help with Applications for Monument Work Without Certificate, Application for Stone Work (To be Specified) & Application—Inscription in Memory of—for Stone*



***Catholic Cemeteries -  
Diocese of Rockville  
Centre***

## Application for Monument Work Without Certificate

The Application for Monument Work Without Certificate needs to be filed when the person applying for inscription work is **unable to present the original certificate**.

### *What types of monument work require this form?*

Work to include an inscription for the name of a deceased, dates of birth and death. Also any epitaph or term of endearment that is to be inscribed.

### **Form Instructions:**

If not pre-filled out by the office, list the name of the cemetery, lot location and name of the person on the Original Certificate.

If the person named on the Certificate is deceased, list all names of the surviving spouse and **all** surviving children or next of kin. Next to the name, the relationship to the Original Owner must be stated.

List the name of the person applying for the inscription and their relationship to the Original Owner. (This information will be repeated from the previous section if the Original Owner is not the person applying for monument work.)

List the name of the deceased and their relationship to the Original Certificate Owner.

On the next line, state what is to be inscribed. (Name of deceased, dates, include any epitaph and term of endearment).

State reason why Original Certificate is not available.

State the contracted monument company providing the inscription service.

At least one survivor of the Original Certificate Owner signs the first page and lists his/her address.

Have the last page of the affidavit signed before a Notary Public.

Submit the application along with a check for the stated fee on the form made payable to **Catholic Cemeteries**.

## Application for Stone Work (To be Specified)

The Application for Stone Work (To be Specified) is utilized when there is a deviation from the usual protocol with respect to monuments and inscriptions.

### *When is it required to fill out an Application for Stone Work (To be Specified)?*

In the event an applicant wishes to have an additional surname inscribed, longer than usual epitaph inscribed, this application needs to be filed.

If a stone needs to be removed from the cemetery, either temporarily or permanently this application is used. Basically the “to be specified” section of the cemetery allows the cemetery to customize the affidavit to meet the needs and requests of the applicant, providing the cemetery will allow the deviation.

### **Form Instructions:**

If not pre-filled out by the office, list the lot location. Certificate Owner name and date purchased.

If the person named on the Certificate is deceased, list the names of the surviving spouse and **all** surviving children or other next of kin. In addition list the relationship of each person to the Original Owner.

If applicable list the name of the person applying for stone work and their relationship to the Original Owner. If not the Original Owner, this information and relationship to the Original Owner will be repeated from the section just above.

The cemetery representative will have pre-filled out the section with the Monument Dealer Name and the description of work to be performed.

Once the names have been filled out, all surviving heirs at law of the Original Owner sign the affidavit and list their address on the form.

Do not photocopy and circulate the affidavit to heirs. Should the heirs be scattered throughout the country, circulate only the original form via mail so that all applicants are signing one copy, the original.

The applicant or Original Owner signs the application in front of a Notary Public and lists his/her address and phone number.

Return the original application (not a copy) to the cemetery for review.

## Application – Inscription In Memory Of – For Stone

The Application for Inscription In Memory Of – For Stone is required when an individual wishes to place a monument inscription of a person or persons not recorded in cemetery records for burial. Cemetery records will publicly reflect that the individual memorialized is in fact not buried in the cemetery. In addition the applicant should be aware that utilizing space for the memorialization of such an individual limits available space for future burials.