

State of Maine

Making Final Arrangements By Authorized Persons



Maine Center for Disease Control and Prevention (Maine CDC) Vital Records Office
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Instructions for Arrangements

1. Secure authorization from next of kin, or have written authorization from decedent.
2. Contact the place of final disposition (i.e. crematory or cemetery) for their requirements for the disposition.
3. Obtain necessary equipment for removal of the decedent. Contact a funeral establishment or the crematory for possible purchase of equipment.
4. Follow process required for filing in the section below in order to remove the decedent from the location of death.

NOTE: If the town of death municipal office is closed and not scheduled to open within 24 hours from the time of death of the decedent, due to health reasons, it is highly recommended to contact a funeral home to handle the removal.

Process Required for Filing of Cremation or Out of State/Out of Country Removal

- Cremation can not occur until **after 48 hours from the time of death.**
 - All forms must be current **State of Maine** forms.
 - The crematory will request all of the documents from the Authorized Person prior to accepting the body for cremation, or if all documents are not presented, the crematory cannot perform the cremation.
1. The Certifying Physician must come to place of death and physically view the body of the deceased.
 2. The death certificate is signed by the physician and turned over to the Authorized Person for completion.
 3. The Authorized Person makes a photocopy of the death certificate for the place of death and the place of residence (if in Maine) – if different.

4. The completed, signed death certificate is presented to a medical examiner to obtain a Medical Examiner's Release form. A photocopy of this form is required for the municipal clerk in the place of death.
 - Check with medical facility for a Medical Examiner
 - Contact Office of the Chief Medical Examiner for a local Medical Examiner (207) 624-7180
5. The death certificate and medical examiner release forms are presented to the municipal clerk in the municipality of death.
6. A certified copy of the death certificate is required for the cremation or removal out of state or out of country.
7. A Disposition of Human Remains Permit is obtained from the municipal clerk where the death occurred. A photocopy of this form is required for final disposition.
8. Written authorization, certified copy of the death certificate and the disposition human remains permit is presented to facility for release of decedent.
9. The certified copy of the death certificate, medical examiner's release, and the disposition permit are presented to the place of final disposition.
10. A photocopy of the disposition permit is returned to the place of death municipal clerk.

Documents Required for Burial in Maine

Note: All forms must be current **State of Maine** forms.

1. The death certificate is signed by the physician and turned over to the Authorized Person for completion.
2. The Authorized Person makes a photocopy of the death certificate for the place of death and the place of residence– if different.
3. The completed signed death certificate, and written authorization is presented to the municipal clerk in the municipality of death.
4. A Disposition of Human Remains Permit is obtained from the municipal clerk.

Examples of authorized persons:

- Out of state funeral home
- Out of country funeral home
- Spouse
- Child
- Significant other if authorized in writing by deceased

Definition of Authorized Person

MRSA Title 22, Chapter 707 - §2846: Authorized person

For the purposes of this chapter, the "authorized person" responsible for obtaining or filing a permit or certificate means a member of the immediate family of the deceased, the domestic partner of the deceased, a person authorized in writing by a member of the immediate family of the deceased if no member of the immediate family of the deceased wishes to assume the responsibility or by the domestic partner of the deceased if the domestic partner does not wish to assume the responsibility or, in the absence of immediate family or a known domestic partner, a person authorized in writing by the deceased. For purposes of this section, "domestic partner" means one of 2 unmarried adults who are domiciled together under long-term arrangements that evidence a commitment to remain responsible indefinitely for each other's welfare. [2003, c. 672, §21 (AMD)].