

OREGON STATE STATUTES and RULES CEMETERY PROCEDURES

The following are REQUIRED to be WITH the BODY when arriving at the CEMETERY:

1. _____ Final Disposition Permit ¹

This document, also called the final disposition "authorization", is either the 'green copy' of the certificate of death, or, with electronic filing, a one-page authorization that has been completed by the funeral service practitioner or the person acting as the funeral service practitioner. It confirms that either the attending physician has signed the cause of death portion of the certificate of death, or the physician has verbally agreed he or she will be signing the cause of death portion.

2. _____ ID Tag ²

(Oregon deaths) This is a one-inch diameter metal disc issued by Oregon's Department of Human Services (DHS) Vital Records and must be attached to the receptacle containing remains by the funeral service practitioner or person acting as such. Typically, it is found on top/head end of casket, alternative container or other receptacle. Human remains may not be buried, cremated or removed from the State without the ID tag attached, and a completed final disposition permit.

PRIOR to ACCEPTING the BODY:

_____ SIGN the FINAL DISPOSITION PERMIT.

Your (the sexton's) signature means you have already verified that the ID TAG NUMBER attached to the remains is the same number written, printed or typed on the FINAL DISPOSITION PERMIT – or in the case of a death that occurred outside of Oregon, you have verified the remains by the accompanying, required identification.³ If the numbers on the tag and permit *do not* match, the cemetery shall not accept the remains, nor allow the funeral service practitioner to amend the number on the final disposition permit to 'match' the ID Tag number. It is the responsibility of the funeral service practitioner or person acting as such to provide the cemetery with an unaltered final disposition permit that exactly corresponds to the tag number, or obtain the correct tag prior to the cemetery accepting the remains. (The sexton must sign the final disposition permit prior to accepting the remains, not after the interment.)

_____ RECORD the DATE of FINAL DISPOSITION on the FINAL DISPOSITION PERMIT ⁴

INTERRING the REMAINS:

After the cemetery authority accepts human remains (signs and dates the permit), the remains shall be placed in their designated grave, crypt or vault *within 24 hours* after taking possession of the remains unless exigent circumstances exist. In such exigent circumstances, the cemetery authority shall notify both the funeral service practitioner responsible for the arrangements and the office of the Board. The funeral service practitioner responsible for the final disposition arrangements shall notify the family of such exigent circumstances.

In the case of cremated remains arriving at a cemetery, the "final disposition" has already occurred at the crematory – Therefore, it is not required that the cemetery obtain/verify the ID Tag with a Final Disposition Permit. However, for both types of human remains (bodies and cremated remains), the following information, whenever possible, should be maintained in the cemetery's permanent records:

RECORDING the INTERMENT, ENTOMBMENT or INURNMENT ⁵

- (a) Name of decedent and, when applicable, the identifying metal disc number provided by the State Registrar's office;
- (b) Date of death;
- (c) Name of person arranging for delivery of goods and services and the person authorizing the final disposition;
- (d) Name of place of disposition. In cemetery records, the "name of place" means exact location of the interment of human remains by crypt, niche, or by grave, lot and plot;
- (e) The name of the funeral service practitioner, cemetery, crematory or alternative disposition facility personnel responsible for making and executing the arrangements pertaining to the delivery of goods and services;
- (f) The name of the embalmer and funeral establishment responsible for embalming (applies only to funeral establishment records); and
- (g) Written permission for embalming, final disposition and scattering services from the person who has the right to control disposition of the human remains pursuant to ORS 97.130(1) and (2). The record of such authorization must include at a minimum: printed name, signature and phone number of the authorizing agent and relationship to the deceased, date and time permission was obtained, and printed name and signature of the licensee or facility representative acquiring the authorization.

If you have any questions please contact the Oregon Mortuary & Cemetery Board: 971/673-1500

¹ OAR 830-030-0000(4)(c) & (6); ORS 432.317(6); ORS 432.317(7);

² OAR 830-011-0000(30); OAR 830-030-0000(6)(7);

³ OAR 830-030-0000(6)(7); ORS 432.317(6); ORS 432.317(7);

⁴ OAR 830-030-0000(6)(7); ORS 432.317(6); ORS 432.317(7);

⁵ OAR 830-040-0000(7); ORS 97.720(1);