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2006 North WS Young, Suite 60  
Killeen, Texas 76543  
Office: 254-200-0400

Austin Location:  
13009 Dessau Rd., Suite M  
Austin, Texas 78754  
Office: 512-354-2509

Fax: 512-233-2612  
www.centraltexascremation.com

## Vital Statistics Forms Packet

On behalf of my family, I would like to welcome and thank you for allowing us to serve you. As a family owned business serving the people of Central Texas for nearly three decades, it is our distinct privilege to be able to provide information and services to those we serve. Please use this packet as an informational tool to help with completing the cremation arrangements.

Thank you.

Sincerely,

*Robert J. Falcon*

Founder/ Funeral Director

**The following forms and documents are included in this packet:**

- 1. Vital Statistics Form this form is the information needed to complete the Texas Death Certificate.**
- 2. Important information for your family.**

**Check One:**

**Death has not occurred**     **Death has occurred and located at:**

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**SEND ALL COMPLETED FORMS TO FAX 512-233-2612 or  
888-651-5327**

**You May also scan and email to [office@centraltexascremation.com](mailto:office@centraltexascremation.com)**

**We will follow up by email correspondence to you, please check your  
email.**

## VITAL STATISTIC FORM

**NOTE: PLEASE COMPLETE THIS FORM WITH NO OMISSIONS OR DELETIONS. YOUR FAILURE TO COMPLETE THIS INFORMATION WILL DELAY THE DEATH CERTIFICATE PROCESS AND DELAY CREMATION OCCURRING.**

### DECEASED INFORMATION:

FIRST NAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST: \_\_\_\_\_

IF FEMALE MAIDEN NAME: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ BIRTHPLACE: \_\_\_\_\_

SOCIAL SECURITY: \_\_\_\_\_ VETERAN? YES NO BRANCH: \_\_\_\_\_  
**(\*\*IF VETERAN PLEASE FAX US DD214 OR DISCHARGE\*\*)**

MARITAL STATUS: **(CIRCLE ONE)** MARRIED WIDOWED DIVORCED NEVER MARRIED

Surviving Spouse **(IF FEMALE LIST MAIDEN NAME)**: \_\_\_\_\_

DECEASED RESIDENCE: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

INSIDE CITY LIMITS?: YES NO

DECEASED FATHER'S NAME: \_\_\_\_\_

DECEASED MOTHER'S NAME **(List Maiden Name)**: \_\_\_\_\_

DECEASED OCCUPATION **(DO NOT LIST RETIRED)**: \_\_\_\_\_

INDUSTRY OR TYPE OF BUSINESS: \_\_\_\_\_

DECEASED LEVEL OF EDUCATION: **(SELECT ONE)**: \_\_\_ LESS THAN 8TH GRADE \_\_\_ 9TH-12TH GRADE NO DIPLOMA

\_\_\_ HS DIPLOMA OR GED \_\_\_ Some College **No Degree** \_\_\_ BACHELORS \_\_\_ MASTERS \_\_\_ DOCTORATE

RACE: \_\_\_\_\_ Of Hispanic Origin?: YES NO

EVER SERVE AS A PEACE OFFICER IN TEXAS?: YES NO

FAMILY CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

## DEATH CERTIFICATE COPIES

**COST OF COPIES ARE \$ 21. FOR THE FIRST AND \$4.  
FOR EACH ADDITIONAL COPY  
(ie. 5 COPIES COST \$ 37. / 10 COPIES \$57. / 15 COPIES \$77. )**

**PLEASE ORDER: \_\_\_\_\_ COPIES OF THE DEATH CERTIFICATE.**

### CREMATION PROCESS

**In order for cremation to occur the following process must be completed.**

- 1. The legal next of kin must sign the **Cremation Authorization Form**, and verify the **Facts of Death Verification Form**.**
- 2. The completed **Death Certificate** must be signed by the physician and filed with the local registrar's office**
- 3. In counties with a Medical Examiner a **Cremation Authority** must be issued. In counties with a Justice of the Peace a **Cremation Authority** must be issued, if the Justice of the Peace held inquest into the death.**
- 4. A **Burial Transit Permit** must be issued by the local registrar's office. This may be done electronically or some registrar's require this be done in person.**
- 5. The cremation will be scheduled once all of these documents are in the possession of the funeral home and the crematory advises of an available time to perform cremation.**

**THIS PROCESS IS NOT IMMEDIATE AND NO TIME FRAME IS PROMISED AS TO WHEN CREMATION WILL OCCUR.**

**I, ACKNOWLEDGE THAT I, HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THAT CREMATION OF THE DECEASED CANNOT OCCUR UNTIL ALL DOCUMENTS AND PERMITS ARE SECURED AS PRESCRIBED BY TEXAS LAW. I, UNDERSTAND THAT THE CREMATORY MAKES NO PROMISE AS TO THE DATE OR TIME OF CREMATION UNLESS SPECIFIED ON THE CREMATION AUTHORIZATION FORM.**

**Signature of Legal Next of  
Kin:** \_\_\_\_\_



## IMPORTANT INFORMATION FOR YOUR FAMILY

### **-OUR OFFICES ARE BY APPOINTMENT ONLY-**

#### **Cremation Information-**

You are welcome to inquire about the status of the cremation for your loved one. We are available to give status on cremations Monday-Friday Only (excluding holidays) from 8:30 AM-5:00 PM. This is the only time we can access cremation files for you. We cannot give you status information on weekends, since we are not in the office.

***We DO NOT call you and tell you each step, this not part of our basic service you have selected.***

If you are planning a service **WITH** cremated remains present- **DO NOT** Set a date or time without consulting with our funeral director.

If you are planning a service **WITHOUT** cremated remains present- Please Plan Away

#### **Urns-**

We offer a wide selection of Urns, Keepsakes and Memorial Items from our website. You may view the entire urn gallery at:

**[www.centraltexascremations.com/cremation-cost/urn-gallery](http://www.centraltexascremations.com/cremation-cost/urn-gallery)**

You are welcome to purchase an Urn, Keepsake or Memorial items from another third party, however we will not accept any deliveries direct from your third party. This is to ensure the item you received is the proper item and is free of damage or defect. We are not responsible for any item not provided for any damage, defect or size restriction. You will bring the urn or items at your scheduled appointment time if you desire for our staff to fill, note there is a fee of \$25 per item for our staff to place cremated remains in or you may choose to do so yourself.

#### **Identification Viewing-**

Identification viewing is an optional service and is restricted to less than 5 persons, with a maximum of 15 minutes. A fee of \$175 will be added to the basic cremation fee. The body will be "viewed as is" and placed on a mortuary cot in our holding room. **This is not a formal viewing**, we do offer several packages for a formal viewing if your family desires. Please consult with our funeral director if you are interested.

#### **Payment and Billing-**

We will prepare a statement of account for you during the cremation process. If payment is made by credit card we will send you a secure invoice by email to be paid online. If you care to make payment in person at our office we will schedule an appointment time for you to do so. If you are assigning insurance proceeds an in office visit is required.

## **Obituaries-**

We will only submit obituaries to newspapers who will not deal with you directly. If you want to run an obituary in the *Austin American Statesman* you can send the obituary to [obits@statesman.com](mailto:obits@statesman.com). The Austin American Statesman no longer runs Free Death Notices as of January 2019.

Any other papers that require an obituary from the funeral home we ask that you send the obituary by email to [office@centraltexascremation.com](mailto:office@centraltexascremation.com) please list the newspaper you want the obituary sent to along with the name and phone number for the newspaper to contact for payment. All newspapers will require payment in full before running the obituary in their respective paper.

## **Timing of Cremation-**

We do not promise a date or time as to when a cremation will occur. We have explained in detail the document process in the ***Family Cremation Packet***. We must allow time for the doctor to sign the death certificate and all permits to be properly issued before a cremation can be scheduled. Please understand that this process is not immediate and does take from several days to weeks depending on: 1. When we receive your cremation forms packet 2. doctor signing 3. permits being issued 4. cremation schedule.

We do offer Rush and Scheduled cremation service for those who require those special services at an additional cost.

## **Death Certificates-**

We will secure certified copies of the death certificate for you. Typically you will receive the death certificates at the same time you pick up the cremated remains or when the remains are shipped to you. You may elect to pick up the cremated remains ahead of the time we receive the death certificates; when that is done we will mail the death certificates at an additional cost to you when they become available to us. Certified Mail \$25, Priority Express Mail \$49. We do not do re-orders of death certificates.

## **Pending Death Certificates-**

If the death certificate is ruled on by a Medical Examiner or Justice of the Peace as Pending. We will advise you of such and after the Medical Amendment is done you will be responsible for ordering death certificates for any need. We do not do re-orders of death certificates.

## **Re-Order Death Certificates-**

You may reorder copies of the Death Certificate at any time by three (3) methods:

1. Online at: [www.texas.gov](http://www.texas.gov) Enter "order death certificates" in search bar and follow prompts
2. In person at the Local Registrar or County Clerk where death occurred.
3. In person at the Texas State Department of Health-Vital Records 1100 West 49th Street, Austin, TX 78756