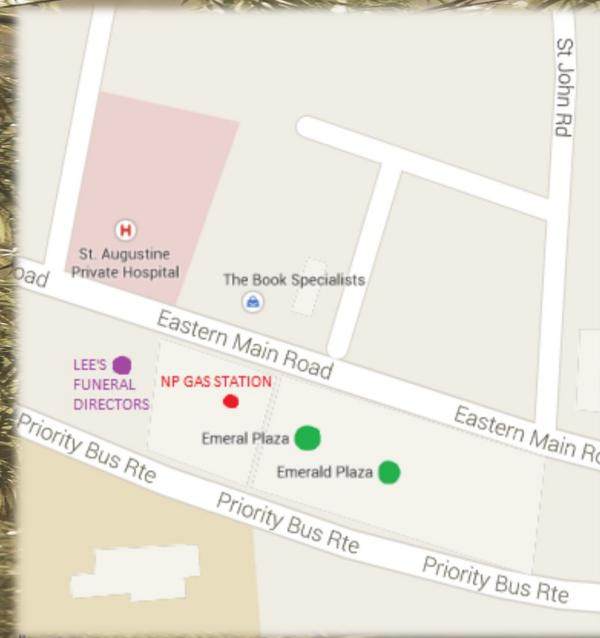


Electronic Death Certificates may be ordered at the Registrar General's Department at the following locations:

- 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

Funeral Service Checklist

- ◆ Death announcements
- ◆ Funeral Programs
- ◆ Flowers
- ◆ Crematorium
- ◆ Cremation Permit
- ◆ Bookmarkers
- ◆ Memorial cards
- ◆ Condolence Book
- ◆ Urn
- ◆ Crucifix
- ◆ Clothes
- ◆ Church/ Chapel



24 hours Removal Service

Office Hours

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

Saturdays 8:00am - 12:30pm

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

VISIT US: www.leesfuneraldirectors.com



Lee's
FUNERAL DIRECTORS

CREMATION

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 as 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 & church. This document is required to apply for the Electronic Death Certificate.

Certified Electronic Death Certificate

The Certified 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 on request, 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 claims 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 for the funeral. Before confirming any of these arrangements, please consult us to ensure availability of your preferred date and time, since each crematorium has specific times for cremation. 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 the crematorium when confirming times. Ask your funeral coordinator to help with the coordination of times to ensure everything runs smoothly.

Cremation Permit

As law in Trinidad and Tobago, once human remains are to be cremated, a cremation permit must first be attained. As such, you should request the necessary forms from the funeral home personnel, who would then explain how the forms should be completed as well as discuss the possible date and time for the intended cremation as would be necessary for the completion of the permit.

FORM A - Applicant / Person causing human remains to be cremated

FORM C - Doctor who would have certified death

ADDENDUM TO C - Confirmatory signature by second attending doctor

FORM E - Pathologist (In the case of an Autopsy)

Do ensure that all names, dates, signatures and necessary stamps are on the forms before proceeding further.

When these forms are completed, signed and stamped by relevant persons, attach a copy of the original death certificate and id card of applicant and deceased. Make photocopies of all documents and then proceed to the Divisional Headquarters Police Station for your District.

Crematorium

Each crematorium carries different costs, cremation times and are located in different areas. Please consult with your funeral planner for further details. Currently, there are crematoriums at the following locations:

- ◆ The Cinerary, Long Circular Road, St. James
- ◆ Tacarigua Crematorium, Orange Grove Road, Tacarigua
- ◆ The Caroni Banks, Caroni
- ◆ Allen's Crematorium, Broadway, Arima
- ◆ Allen's Crematorium, Guaico, Sangre Grande
- ◆ Guide's Crematorium, Coffee Street, San Fernando
- ◆ Belgrove's Crematorium, Coffee Street, San Fernando
- ◆ Shore of Peace, Mosquito Creek
- ◆ Waterloo Cremation Site, Waterloo

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

Publishing an announcement in the daily newspaper 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 be 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 decorate the church or chapel with. 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 cost, paper, type, amount of photos and suggested quantity.

Acknowledgements & Memorial Ads

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