

# FAMILY FUNERAL WORKSHEET

Directions: Please complete the following information to the best of your ability. This is a preliminary resource for the Funeral Director. Keep in mind that the information on this form will be used for the purpose of death certificate, obituary notice, and any funeral service arrangements.

## Deceased's Information

Full Legal Name of Deceased: \_\_\_\_\_

AKA or Nicknames of Deceased: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Veteran: yes / no Branch: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Highest Level of Education: \_\_\_\_\_

Occupation: \_\_\_\_\_ Industry: \_\_\_\_\_

Deceased's Father's First and Last Name: \_\_\_\_\_

Deceased's Mother's First and Maiden  
Name: \_\_\_\_\_

Next of Kin (NOK): \_\_\_\_\_ Relationship: \_\_\_\_\_

NOK Address: \_\_\_\_\_

NOK Phone: \_\_\_\_\_ NOK Email: \_\_\_\_\_

Financial Responsible Person and Address (if other than NOK):  
\_\_\_\_\_

Areas of Interest/Volunteer Work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Club Memberships and Affiliations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Family Tree

1. Indicate deceased relatives by prefacing names with “the late”.
2. List spouses in parentheses behind first name of related family member, i.e. John “Jack” (Jane) Smith, or Jane (John Smith) Doe.
3. When referencing a maiden name, use the word “nee” before, i.e. Jane Smith, nee Doe.

Father’s Name \_\_\_\_\_

Siblings:

Mother’s Name \_\_\_\_\_

Mother’s Maiden Name \_\_\_\_\_

Children:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grandchildren:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Great-Grandchildren

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nieces and Nephews:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Noted Members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Funeral Service

As you answer the following questions, please help us try to envision what kind of funeral service you would like planned. We are here to try and help you achieve that picture.

Circle which applies:

1. Public Visitation                      Memorial Gathering
2. Traditional Burial                      Cremation
3. Service at Church                      Service at Funeral Home                      Other \_\_\_\_\_

Do you have a church you are part of? If so, what church?

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Do you have particular clergy you would like to officiate?

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Are there any favorite Bible verses, poems, or songs that should be included?

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Do you or your family have cemetery property? If so, which cemetery?

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Do you wish to cremate? If so, before or after a viewing?

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If possible, please bring the following items at the time of arrangements

- Clothing, including undergarments
- DD214 Veteran Discharge
- Glasses or any jewelry for viewing
- Cemetery Deed (if available)
- Recent picture of the deceased

*Knollcrest*  
FUNERAL HOME



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Knollcrest Funeral Homes, Where Service is an Art.

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*Steuerle Chapel*  
Knollcrest Funeral Home, Steuerle Chapel, Ltd.