

\_\_\_\_\_  
Name of deceased

\_\_\_\_\_  
Date of Death

\_\_\_\_\_  
File #

**“Protocol for Death certificates”**

\_\_\_\_\_  
Initials I/We understand Angels Cremation & Burial is unable to complete the Death Certificate (forward to Vital Records Office) until the VSIM Worksheet is completed and signed.

\_\_\_\_\_  
Initials Maricopa County Vital Records office will **NO** longer allow us as a mortuary to order the free government issued Death Certificates for our families. You are able to order one free Death Certificate for your loved one if they have a social security number and one free government Issued certificate if they served in the U S Military.

\_\_\_\_\_  
Initials I/We are aware I/We must order all **certified death certificates**. **www.azdhs.gov/vitalrcd** is the state website that provides all county information for ordering death certificates. Maricopa Vital Records information: 3221 N 16<sup>th</sup> St. #101, Phoenix, 85016, (602) 506-6805 or 4419 E Main St, Mesa, (480) 924-6315 Pinal Vital Records Information: 500 S Central Ave, Florence, (520) 866-7369. We suggest calling their office to verify D/C is ready and you have what you need to purchase certificates.

\_\_\_\_\_  
Initials I/WE are aware I/We can verify a copy of the information sent to vital records by Angels Cremation and Burial 48 hours after the VSIM worksheet has been received by Angels Cremation & Burial. (Remember Angels Cremation & Burial must file death certificate within 7 days of death).

\_\_\_\_\_  
Initials I/We are aware once the certified death certificate has been sent to Maricopa County Vital Records they can require changes to be made to the certificate. Angels Cremation and Burial is not responsible for these changes.

\_\_\_\_\_  
Initials I/We are aware I/We can request certified death certificates from County Vitals Records 10 days after the death of the loved one.

----- **Office Use Only** -----

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Jewelry or other valuable items can be placed in the casket just prior to the deceased casket being closed for burial. If jewelry or other valuables are placed in the casket for a viewing, funeral, or other situations the Angels Cremation and Burial will not be held responsible for any loss or damage to personal items.

I \_\_\_\_\_ take full responsibility for all jewelry and other personal items

placed in the casket in behalf of \_\_\_\_\_ who is deceased.