



FUNERAL FORM

ICC COMMUNITY AND
EDUCATION CENTRE
MONKS PARK
WEMBLEY
HA9 6JE
TEL:0208-903-3760
EMAIL:
ICCWEMBLEY@GMAIL.COM

Please complete this form in BLOCK CAPITAL letters

DETAILS OF THE DECEASED

First Name. _____ Date of Birth. _____

Surname. _____ Place of Birth. _____
(Town & Country)

Age. _____

Address. _____

Borough. _____

Gender: Male Female

Date of Death. _____

Place of Death. _____

Cause of Death. _____

DETAILS OF PERSON RESPONSIBLE FOR BURIAL

First Name. _____ TEL (HOME). _____

Surname. _____ TEL (MOBILE). _____

Address. _____

EMAIL: _____

Relationship to deceased _____

Cemetery for Burial. _____

Place for Janazah Salah _____

Can you sign a Gift Aid form for the Centre (Charity Registered)
Yes. No.

PAYMENT/PAPERWORK

Payment must be made at the Funeral Office, together with the "green form" or "Form 101" (see overleaf) **before the burial can take place.**

DECLARATION

I confirm that I have read and understood the rules and regulations (summary overleaf). I have authority from the deceased's family to arrange the funeral. I will be responsible for all funeral expenses on behalf of the deceased and accept the full terms and conditions of payment which have been explained to me.

Signature. _____ Name: _____ Date: _____

<u>FOR OFFICE USE ONLY:</u>	<u>Receipt Number</u>	<u>Payment Reference</u>	<u>Funeral Director</u>	<u>TOTAL</u>

REGISTERING THE DEATH:

You must register the death within 5 days– this includes weekends and bank holidays.

Once this is done you will get a 'certificate for a burial' which you must give to the funeral director **BEFORE** the funeral can take place.

If the death occurs at home, the GP should be your first point of contact, who will verify the death. If GP is not available, then a locum will attend, to verify the death and authorise the removal of the body. If the cause of death is clear and the death was expected, the GP will be able to authorise the medical certificate.

If the death occurs in a hospital, the hospital will provide a Medical Certificate showing the cause of death or will refer to a coroner if the cause is uncertain or questioned.

If the death is reported to a coroner, this would be the case if the cause of death was sudden, violent, unnatural or its cause uncertain, then a post mortem will be required. In this case the deceased will be removed by the Coroners Service to a hospital where an autopsy will be carried out to establish the cause of death.

If it is established that the cause of death is natural then the coroner will issue a Death Certificate (Form 100 - Pink form). If however, the cause is not natural, an inquest will be required but the Coroner will issue an Order for Burial (Form 101), which will be sufficient to bury the body.

You will need to take the medical certificate of the cause of death, the deceased's medical card, if possible, the pink form (form 100) (if given one by the coroner) and the deceased's birth and marriage certificates, if available, to the registrar. The registrar will then issue you a 'certificate for burial' – known as the green form- (unless the coroner has already given you an 'order for burial').

This original certificate should be taken to the funeral director to allow for the burial to be booked at the cemetery. This will NOT be possible, until this form has been received. Cemeteries will not accept any bookings without a copy of this form. The original copy will be given to the cemetery on the day of the burial.

For the burial of a stillborn child, a Certificate (White Form for Still-Birth) in accordance with the Births & Deaths Registration Act 1953 must be delivered to the Funeral Director.

BURIAL AND GRAVESIDE ETIQUETTES

At no time should there be wailing (crying loudly), this causes punishment upon the deceased, which we should avoid.

One should avoid talking of worldly affairs.

Do not at anytime walk, jump over, circumvent (tawaaf) or prostrate (sajdah) to any grave; or laugh, make jokes, play songs or music; such acts are despicable as well as being disrespectful to the deceased.

Please engage in offering Salaam to the deceased, quietly reciting the Quran & making supplication (dua) to Allah, preferably facing the Qiblah or remain silent by contemplating on death.

Use of any sound system (for recitation of Quran) must be kept personal and as such not disturbing anyone else visiting the graveyard.