

Cremation number:

Form A1: Application for cremation of an adult or a child

Crematorium/cremation authority

NAME OF DECEASED _____

This form must be used to apply for a cremation of an adult or a child. This is a requirement of the Cremation (Scotland) Regulations 2017, made under sections 48 of the Burial and Cremation (Scotland) Act 2016. An adult is someone who is 16 years old or older. A child is under 16 at the time of death.

The application is made to the cremation authority you want to carry out the cremation. The cremation authority is the organisation responsible for running the crematorium where the cremation is to take place. The cremation authority will need to check the form to make sure it contains all of the necessary information. Missing information or information that is not accurate may result in the cremation being delayed or refused.

As the person who is applying for the cremation, you are 'the applicant'. You must have the legal right to apply for the cremation (see guidance notes at the back of this form).

If you are unsure about any of the information that is required, or are not sure what any part of the form means, you should speak to staff at the crematorium, to the funeral director who is making the arrangements or to any other person who is arranging the funeral.

Guidance notes are provided at Section 7 of this form.

Change of crematorium

If it is necessary to change the crematorium for any reason a new Form A1 should be completed.

Forms checklist

You should ensure that you have attached any necessary documents to this application form. The cremation authority will need to have them to allow the cremation to take place.

Required (death in Scotland)

- Death Certificate (Form 14 – Certificate of Registration of Death)

Optional

- Death Certificate equivalent and authorisation to move the body (if the death occurred outside Scotland)
- Healthcare Improvement Scotland authorisation form (if the death occurred outside Scotland)
- Form E1 (if procurator fiscal has been involved and has released the remains for cremation) (see section 2)

Personal details of individuals contained in this form are not to be used for any other purpose.

The information on this form will be processed in line with the Data Protection Act 1998. The data will be held securely, in confidence and processed for the purpose of carrying out the cremation. Under the Act you have the right to know what data is held about you and you can, by applying to the cremation authority in writing and paying a fee, receive a copy of that data.

Section 1: Your information ('the applicant')

This section is used to record your details. In completing this form you are the applicant for the cremation. Please see Note 1 of Section 7 for who can apply.

Applicants MUST be 16 years of age or older, at the time of death, to apply for the cremation of an adult or a child.

There is no age restriction if the person making the application is the parent of the child who has died.

Title

First names

Surname

Address

Post code

<input type="text"/>							
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Telephone

Email address

Crematorium at which the cremation will take place

Relationship to deceased adult

This question is to be completed for a child who has died.

- I am the parent of the child who has died
- I have been authorised to make the application by the parent of the child who has died

What is your relationship to the child?

Section 2: Information about the adult or child who has died

Details of the adult / child who has died

Title

First names

Surname

Name as shown on coffin plate

Date of birth (DD/MM/YYYY) Age (at death) _____

Address

Post code

Date on which they died (or was found dead) (DD/MM/YYYY)

Place of death

Death abroad

If the death occurred outside Scotland you will need to produce a translated copy of that country's equivalent of a certificate of death and the authorisation to remove the body from that country. Healthcare Improvement Scotland (HIS) must check all papers and will authorise the cremation. See section 2 of the notes section for more details.

Procurator Fiscal

Depending on the circumstances of the death, the procurator fiscal may be involved. If this is the case, the cremation cannot take place until the procurator fiscal has given approval. More information about the involvement of the procurator fiscal is provided at Note 2 in Section 7.

- Is the death being investigated by the procurator fiscal? Yes No
- Has the cremation been approved by the procurator fiscal? Yes No
- I have attached form E1 from the procurator fiscal** Yes No

Section 3: Disposal of ashes

This section is used to record what is to happen to the ashes after cremation. **You must choose only one option and initial beside the option you have chosen.** Options will vary at each crematorium. Please see Note 3 in Section 7. Please discuss with the funeral director the options available for ashes at your chosen crematorium or visit the crematorium’s website.

The term “ashes” means the material (other than any metal) to which human remains are reduced by cremation including the coffin and any clothing. Metal will be removed in line with local practice.

- A. I or my representative will collect the ashes from the crematorium.**
 I understand that I must collect the ashes from the crematorium within **4 weeks**
 Identification will be needed when the ashes are collected by me or by a representative
 (Name of representative _____)
- B. I authorise the funeral director who arranged the cremation to collect the ashes on my behalf.**
 I understand that I must collect the ashes from the funeral director within **4 weeks**
- C. I instruct the crematorium to bury or scatter the ashes.**
Preferred option: bury scatter
 I understand that the crematorium will bury or scatter the ashes using their standard procedure.
I wish to be present when the ashes are buried or scattered (if this is possible) - Yes / no

Section 4: Hazards

This section is used to record details of anything which might be a hazard during cremation – for example, certain implants or the presence of particular diseases. Certain hazards may need to be removed from the body before cremation can take place. Implants or devices may damage cremation equipment if not removed before cremation. Some radioactive treatments may endanger the health of the crematorium staff.

The presence of some hazards may delay or prevent cremation taking place. If you are in any doubt about this, please discuss it with the funeral director or crematorium staff.

Are you aware if any of the following apply:

	Yes	No
Does the body pose a risk to public health: for example did the deceased have a notifiable infectious disease or was their body contaminated immediately before death?		
Is there a cardiac pacemaker or any other potentially explosive device currently present in or on the body? (see Section 7 for examples)		
Is there radioactive material or other hazardous implant currently present in or on the body?		

If you answered ‘yes’ to any question, please give details and state whether the device has been removed.

Section 6: Authorisation for cremation (to be completed by the cremation authority)

This section is used by the cremation authority to confirm that the application is in order and that the cremation can take place.

Cremation number: _____

I confirm that I have received the necessary documentation to allow the cremation to take place.

Yes No

- Death Certificate (Form 14 - Certificate of Registration of Death)
- Death Certificate equivalent and authorisation to remove the body (if the death occurred outside Scotland)
- Healthcare Improvement Scotland authorisation (if the death occurred outside Scotland)
- Form E1 (if procurator fiscal involved)

I confirm that all relevant sections of Form A1 have been completed: Yes No

If you answered "No" to any question provide details

I confirm that I approve this application for cremation: Yes No

Date (DD/MM/YYYY)

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Name of crematorium staff

Signature of crematorium staff

Position

Countersignatory

Name of crematorium staff

Signature of crematorium staff

Position

Section 7: Guidance Notes

The applicant should complete sections 1 – 5.

1. Section 1

- I. Adult – the hierarchy below sets out the nearest relative who is entitled to make the arrangements (under section 65 of the Burial and Cremation (Scotland) Act 2016). Where the nearest relative on the hierarchy is unable to make the arrangements for any reason the application can be made by the nearest relative who appears below them on the hierarchy.
 - Spouse, civil partner, partner (living together for at least 6 months);
 - Child;
 - Parent;
 - Brother or sister;
 - grandparent;
 - grandchild;
 - Aunt or uncle;
 - Cousin;
 - Niece or nephew; or
 - Friend of long standing.
- II. Child – the hierarchy below sets out the nearest relative who is entitled to make the arrangements (under section 66 of the Burial and Cremation (Scotland) Act 2016). Where the nearest relative on the hierarchy is unable to make the arrangements for any reason the application can be made by the nearest relative who appears below them on the hierarchy.
 - Parent or person with parental rights and responsibilities (but who is not a local authority);
 - Brother or sister;
 - grandparent;
 - Aunt or uncle;
 - Cousin;
 - Niece or nephew; or
 - Friend of long standing.
- III. The form may also be completed by the executor of the estate of the deceased. This would happen if no family member was available or if they did not wish to make the application.
- IV. If the deceased was in a care home or sheltered housing and there are no family members to arrange the cremation, the form may be completed by a manager of the care home or sheltered housing.

2. Section 2

- I. **Procurator Fiscal –**
All deaths which are sudden and/or unexplained are reported to the procurator fiscal who will instruct the police to investigate the circumstances of the death. Within the Crown Office and Procurator Fiscal (COPFS), the Scottish Fatalities Investigation Unit (SFIU) is a specialist unit responsible for investigating all sudden, suspicious, accidental and unexplained deaths. Information is available for relatives on the COPFS website:
<http://www.copfs.gov.uk/investigating-deaths/our-role-in-investigating-deaths>
- II. **Death abroad –**
Healthcare Improvement Scotland (HIS) must check all papers and will authorise the cremation. The papers are: Deaths Abroad Application Form and the Declaration. They are available on HIS website at:
http://www.healthcareimprovementscotland.org/our_work/governance_and_assurance/death_certification/review_service_information/deaths_abroad.aspx

3. Section 3

- I. Not all cremation authorities offer the same services – for example, some will scatter ashes while others will bury them. If you are in any doubt about the options, you should discuss them with the cremation authority or with the funeral director who is arranging the funeral. This will ensure that it is possible for the cremation authority to carry out your instructions. Once the cremation authority has accepted this application form, it must follow your instructions for what is to be done with the ashes.
- II. Further information about the options at section 3 are detailed here:

A. I or my representative will collect the ashes from the crematorium.

The person collecting the ashes must bring identification with them. If you do not collect the ashes from the crematorium within **4 weeks** of the cremation taking place, the cremation authority will try to contact you to find out what you want done with the ashes. At this time you may inform them that you still intend to collect the ashes and must agree a new collection date. You may also instruct the cremation authority to bury or scatter the ashes (if they offer this service). If you do not respond or do not tell the cremation authority what your instructions are, the cremation authority may scatter or bury the ashes in a manner they are able to offer. If the cremation authority scatters or buries the ashes this will be recorded in its cremation register.

B. I authorise the funeral director who arranged the funeral to collect the ashes on my behalf.

If you do not collect the ashes from the funeral director within **4 weeks** of them being made available, the funeral director will try to contact you to find out what your instructions are for the ashes. At that point, you may inform the funeral director that you still intend to collect the ashes and must agree a new collection date.

You may also instruct the funeral director to return the ashes to the crematorium so that you can collect them there or so that the cremation authority may scatter or bury them.

If you do not respond or do not inform the funeral director what your instructions are, the funeral director may return the ashes to the crematorium. The cremation authority will try to contact you to find out what you want done with the ashes. At this time you may inform them that you still intend to collect the ashes and must agree a new collection date. You may also instruct the cremation authority to bury or scatter the ashes (if they offer this service). If you do not collect the ashes, they may then be scattered or buried by the crematorium.

C. I instruct the cremation authority to bury or scatter the ashes (whichever option is offered).

The cremation authority will bury or scatter the ashes. This is usually done in the Garden of Remembrance, although each cremation authority will have a different procedure. The cremation authority will be able to tell you which options it offers. The cremation authority will record what is done with the ashes in the cremation register.

4. Section 4

Hazards

- i. Examples include: pacemaker; cardiac implant; drug pump; neuro-stimulator; shunt; battery powered implant; Fixion nails used in treatment of bone fractures. Please discuss with the funeral director or cremation authority if you are unsure.
- ii. Notifiable diseases are listed in Schedule 1 of the Public Health etc. (Scotland) Act 2008.
- iii. Some injections for cancer treatment contain radioactive material which may mean that the cremation has to be delayed for a period.

5. Section 5

- I. The applicant is required to declare that they are entitled to apply for the cremation in terms of the Burial and Cremation (Scotland) Act 2016.
- II. The funeral director is required to complete the second part of section 5.

6. Section 6

- I. The cremation authority is required to verify that the information contained in this form is correct and that the cremation can proceed.
- II. The signatory should sign the form if they approve the cremation.
- III. The counter signatory should sign the form to indicate that they are happy that the information is correct and that the cremation can go ahead.