

Examples of an Authorized Person;

- Out of State funeral establishment
- Out of Country funeral establishment
- Spouse
- Child
- Domestic Partner
- Significant other if authorized in writing by deceased

Definition of Authorized Person

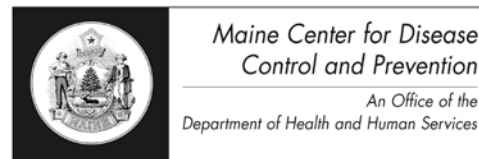
MRS Title 22 §2846: Authorized Person

For the purposes of this chapter, the "authorized person" responsible for obtaining or filing a permit or certificate means a member of the immediate family of the deceased, the domestic partner of the deceased, a person authorized in writing by a member of the immediate family of the deceased if no member of the immediate family of the deceased wishes to assume the responsibility or by the domestic partner of the deceased if the domestic partner does not wish to assume the responsibility or, in the absence of immediate family or a known domestic partner, a person authorized in writing by the deceased. For purposes of this section, "domestic partner" means one of 2 unmarried adults who are domiciled together under long-term arrangements that evidence a commitment to remain responsible indefinitely for each other's welfare. [2003, c. 672, §21 (AMD).]

DHHS Non-Discrimination Notice

The Department of Health and Human Services (DHHS) does not discriminate on the basis of disability, race, color, creed, gender, sexual orientation, age, or national origin, in admission to, access to, or operations of its programs, services, or activities, or its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and in accordance with the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, the Maine Human Rights Act and Executive Order Regarding State of Maine Contracts for Services. Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to the DHHS' ADA Compliance/EEO Coordinators, 11 State House Station – 221 State Street, Augusta, Maine 04333, 207-287-4289 (V), 287-3488 (V), "TTY users call Maine relay 711". Individuals who need auxiliary aids for effective communication in program and services of DHHS are invited to make their needs and preferences known to the ADA Compliance/EEO Coordinators. This notice is available in alternate formats, upon request.

To order additional copies of this publication or if you have questions about the content, please call: Maine CDC, Data, Research, and Vital Statistics at 207-287-5500. "TTY users call Maine relay 711".



State of Maine Making Final Arrangements By Authorized Persons



Maine Center for Disease Control and Prevention
Data, Research, and Vital Statistics (DRVS)
Vital Records office
220 Capitol Street
11 State House Station
Augusta, Maine 04333-0011
(207) 287-3771 Fax : (207) 287-1093
TTY Users: Dial 711 (Maine Relay)

Instructions for Arrangements

1. Secure authorization from next of kin, domestic partner or have written authorization from decedent.
2. Contact the place of final disposition (i.e. crematory or cemetery) for their requirements for the disposition.
3. Obtain necessary equipment for removal of the decedent. Contact a funeral establishment or the crematory for possible purchase of equipment.
4. Follow process required for filing in the section below in order to remove the decedent from the location of death.

NOTE: If the town of death municipal office is closed and not scheduled to open within 24 hours from the time of death of the decedent, due to health reasons, it is highly recommended to contact a funeral establishment to handle the removal.

Process Required for Filing of Cremation or Out of State/Out of Country Removal

- Cremation can not occur until **after 48 hours from the time of death.**
- All forms must be current **State of Maine** forms.
- The crematory will request all of the documents from the Authorized Person prior to accepting the body for cremation, or if all documents are not presented, the crematory cannot perform the cremation.

1. The health care provider or medical examiner must come to place of death and physically view the body of the deceased.
2. The medical certification items on the death certificate is signed by the health care provider or medical examiner and presented to the Authorized Person for completion.
3. The Authorized Person makes a photocopy of the death certificate for the place of death and the place of residence (if in Maine) – if different.
4. The completed, signed death certificate must be presented to a medical examiner to obtain a Medical Examiner's Release form if the method of disposition is to be cremation, burial at sea, use by medical science, or removal from State.
 - Check with medical facility for a Medical Examiner
 - Contact Office of the Chief Medical Examiner for a local Medical Examiner (207) 624-7180
5. The death certificate and Medical Examiner's Release form are presented to the municipal clerk in the municipality of death.
6. A certified copy of the death certificate is required for the cremation or removal out of State or out of Country.
7. A Disposition of Human Remains Permit is obtained from the municipal clerk where the death occurred. Photocopies of this form are required for final disposition.

8. Written authorization, a certified copy of the death certificate and the disposition human remains permit is presented to facility for release of decedent.
9. The certified copy of the death certificate, medical examiner's release, and the disposition permit are presented to the place of final disposition.
10. A photocopy of the endorsed disposition permit is returned to the place of death and place of final disposition municipal clerk.

Documents Required For Burial in Maine

Note: All forms must be current **State of Maine** forms.

1. The medical certification items on the death certificate is signed by the health care provider and presented to the Authorized Person for completion.
2. The Authorized Person makes a photocopy of the death certificate for the place of death and the place of residence– if different.
3. The completed signed death certificate, and written authorization is presented to the municipal clerk in the municipality of death.
4. A Disposition of Human Remains Permit is obtained from the municipal clerk.