

Catholic Cemeteries, Diocese of Springfield in Illinois Designation Document Instructions and Sample

Use: The Designation Document is used when permission must be obtained by the lot owner(s) or his/her heirs for additional burials or major work on the lot.

Some examples would include:

- Harriet Jones owns two plots and her grandson dies. Her daughter, the grandchild's mother, would sign the Interment Authorization form, which would authorize the burial. Harriet would need to sign the Designation Document, which provides permission to bury her grandson in her lot.
- John Doe has purchased four plots, but did not predetermine who was to be buried in each grave. John Doe is buried in one grave and each of his five children has a right to be buried in the other three plots. His son, Hank Doe wants to be buried in his father's lot, so each of his siblings must sign the Designation Document, which would give permission for him to be buried on the lot.
- Hank Doe has a wife who has died and he wants her buried on his father's lot. Again, his siblings would need to sign the Designation Document, thereby giving permission for his wife to be buried on the lot.
- Hank Doe's son dies and he would like him to be buried above his wife. Hank's siblings would need to sign the Designation Document, thereby giving permission for his son to be buried on the lot.

Directions:

1. The name and contact information for the cemetery.
2. If the Designation Document is being used to obtain permission for a burial, include the name of the person being designated for burial and the exact location where the burial is to occur.
3. The notes section should be used to provide a detailed description of what permission is being obtained for. It is important that the lot owner(s) or heir(s) fully understand what they are signing to prevent problems in the future.
4. This section is used to obtain the notarized signatures of the owner(s) or his/her surviving heir(s). It is important that the name of each owner or heir is listed **before** anyone signs the document.

This section should also include the following information:

- a. The name and contact information for each owner or heir;
- b. The relationship of the heir to the owner;
- c. The notarized signature of the owner(s) or surviving heir(s); and
- d. The notary's information which verifies that the signature was witnessed.

**Catholic Cemeteries, Diocese of Springfield in Illinois
Designation Document – Sample**

1. Cemetery Name/Location: St. Philomena, Overlook Heights
Cemetery Manager: Margaret Jones
Parish/Cemetery Office Address, City, State, Zip: St. Philomena Parish, 555 Lilac Ln., Overlook Heights, IL 65556
Phone: 217.555.1669

We wish to designate burial rights to:

2. 1. Name: Deborah Myers Carson
Section L Block 56 Lot 252 Grave 3(A) OR Crypt _____ Niche _____ Tier _____
2. Name: Robert Carson
Section L Block 56 Lot 252 Grave 4 OR Crypt _____ Niche _____ Tier _____
3. Name: _____
Section _____ Block _____ Lot _____ Grave _____ OR Crypt _____ Niche _____ Tier _____
4. Name: _____
Section _____ Block _____ Lot _____ Grave _____ OR Crypt _____ Niche _____ Tier _____

3. Notes: John and Linda Myers, the original owners of Section L, Block 56, Lot 252, Graves 1-2-3-4, are both deceased. They were survived by three children: John Myers, Laura Myers Cummings and Deborah Myers Carson. Deborah Myers Carson is recently deceased, leaving her two children, Leslie Carson and Maxwell Carson, as her heirs.

John Myers, Laura Myers Cummings, Leslie Carson and Maxwell Carson, as the sole surviving heirs of the lot owners, John and Linda Myers, wish to grant permission for the burial of the cremated remains of Deborah Myers Carson above her mother, Linda Myers at this time in grave 3. The heirs also wish to reserve a place for Deborah's husband, Robert Carson, in grave 4.

*** Please Read ***

Use of this form by persons other than the owner of the above described lot implies that such person or persons are the sole surviving heirs of the owner and that none other exist. The undersigned, on behalf of themselves, their heirs, personal representatives and assigns, do hereby agree to indemnify and hold harmless the Catholic Bishop of Springfield in Illinois, Catholic Diocese of Springfield in Illinois, the Catholic Cemeteries, its agents and/or employees, against any and all loss or damage sustained as a result of any claim that may hereafter be made against the Catholic Bishop of Springfield in Illinois, the Diocese of Springfield in Illinois, the Catholic Cemeteries, its agents and/or employees, arising out of or in any way connected with the authorization granted by this document.

I declare that I/we have read the above and understand that a signature implies that I/we am owner(s) or a surviving heir of the owner(s) with the right of designation.

4.

Name Address/City/State/Zip	Relation to owner	Signature(s) of owner(s) or a surviving heir of the owner	Notary Signature Subscribed and sworn before me: (please stamp the back of this document with your notary stamp)
John Myers 1256 West Blvd. Racine, WI 53405	Son		Signature: _____ Commission expires: _____ County: _____ State: _____ Date: _____
Laura Myers Cummings 6986 Veterans Parkway Springfield, IL 62704	Daughter		Signature: _____ Commission expires: _____ County: _____ State: _____ Date: _____
Leslie Carson 8568 Smith Blvd. Overlook Heights, IL 65556	Grand-daughter		Signature: _____ Commission expires: _____ County: _____ State: _____ Date: _____
Maxwell Carson 556 Adams Rd. Troy, IL 62294	Grand-son		Signature: _____ Commission expires: _____ County: _____ State: _____ Date: _____
			Signature: _____ Commission expires: _____ County: _____ State: _____ Date: _____
			Signature: _____ Commission expires: _____ County: _____ State: _____ Date: _____
			Signature: _____ Commission expires: _____ County: _____ State: _____ Date: _____
			Signature: _____ Commission expires: _____ County: _____ State: _____ Date: _____
			Signature: _____ Commission expires: _____ County: _____ State: _____ Date: _____