

the same application.

3. The applicant brings the application to a Notary Public and signs the application before the Notary.
4. Return the original application (not a copy) to the cemetery with the appropriate fee, stated on the form, by check made payable to **Catholic Cemeteries—DRVC**. If the application is not filed within 6 months from the issue date, a new form must be requested.

Once the Duplicate Certificate is received, sign the receipt tear off sheet and return it to the cemetery so we know your Duplicate Certificate was received. Keep the Duplicate Certificate in a safe place so that it can be accessed in the future.

Still have a question? Contact a cemetery representative at any location listed on the back.



Catholic Cemeteries

Cemetery of the Holy Rood
111 Old Country Road
P.O. Box 182
Westbury, NY 11590
(516) 334-7990

Holy Sepulchre Cemetery
3442 Route 112
Coram, NY 11727
(631) 732-3460

Queen of All Saints Cemetery
115 Wheeler Road
Central Islip, NY 11722
(631) 234-8297

www.holyroodcemetery.org

Understanding Affidavits



A guide to help with Applications for Duplicate Certificates



*Catholic Cemeteries -
Diocese of Rockville
Centre*

Application for Issuance of Duplicate Certificate

The Certificate of Burial or Entombment Privilege is issued to the original purchaser. It is required for presentation for the opening of a burial space, to apply for stonework, purchase crypt features, floral vases and cameo portraits for crypts and monuments. It must be relinquished to surrender a plot, crypt or cremation niche as well.

It is not the cemetery's intention to make it difficult for family members to navigate through the administrative processes when a certificate is not available. Rather it is to protect the original owner from unauthorized wishes with respect to interments, entombments and memorialization.

Who may apply for a Duplicate Certificate?

Only the Original Owner, legal spouse and children of the Original Owner may apply for the Certificate. Parents, grandchildren, nieces, nephews, aunts, uncles, brothers and sisters are not eligible for a Duplicate Certificate. This does not preclude the excluded individuals from being active in certain decisions. Their actions and wishes can be accomplished via other affidavits.

When should an Application for a Duplicate Certificate be made?

Applications should be made at a point where they are noticed lost or destroyed and it is anticipated that some cemetery action requiring the Certificate is required.

How long does it take to receive the Duplicate Certificate?

Once your application and fee are received and filled out properly with all information correct, please allow several weeks for processing. At times, additional documentation may be required.

What is the first step?

The first step is to call or come in person to the cemetery to make a request for the application. Duplicate Applications are only mailed or given to individuals with a right to the Certificate. Forms can also be printed on-line from our website on the back of this brochure. Click on Interment Search on the home page and then Forms and Publications from the drop down menu.

A request for a Duplicate Certificate can not be made on behalf of another person, unless we have consent from the eligible person.

Form Instructions:

1. State all facts pertaining to the loss or destruction of the Certificate.
2. In the event the Original Owner is deceased, all survivors of the Original Certificate Owner must sign the first page and give their current address. Do not copy and forward the application. Only one application may be in circulation at any time. All survivors sign the