



# CITY OF UTQIAġVIK

**"Farthest North Incorporated City"**

## INSTRUCTIONS FOR BURIAL PERMIT

1. A designated family member of the deceased may come and fill out the Burial Permit with the City Clerk's Office at 2022 Aġvik Street or from the City of Utqiaġvik website: [www.utqiaġvik.us](http://www.utqiaġvik.us)\*\* Please turn this form into the City Clerk at your earliest convenience.
2. When your family sets a date to dig the grave, please notify:

**City of Utqiaġvik:** Receptionist - Contact no.(907) 852-5211 – to help clear snow/gravel

**Barrow Utilities:** Main Office - Contact no.(907) 852-6166 – to drill grave with the auger

Please fill out the following:

NAME OF DECEASED: \_\_\_\_\_

DATE OF DEATH: \_\_\_/\_\_\_/\_\_\_\_\_ DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_\_\_

I, \_\_\_\_\_ authorize the remains of the deceased to be buried at the:  
PRINT YOUR NAME

PLOT LOCATION:

- Browerville Cemetary LEFT SIDE OF: \_\_\_\_\_
- Emaiksaun Cemetary
- Other: \_\_\_\_\_ RIGHT SIDE OF: \_\_\_\_\_

FUNERAL/MEMORIAL SERVICE DATE: \_\_\_\_\_

LOCATION OF FUNERAL SERVICES: \_\_\_\_\_

DATE OF DIGGING: \_\_\_\_\_

**NOTE:** In the event that human remains are discovered when the burial site is being excavated, the remains will be returned to their original position and the City of Utqiaġvik will be notified. Initial: \_\_\_\_\_

Remains found: Yes \_\_\_ No \_\_\_ Comments: \_\_\_\_\_

FOR OFFICE USE ONLY:

\_\_\_\_\_  
Permittee Signature Date Contact Number

PLOT:	ROW:	I.D.#:

\_\_\_\_\_  
City Clerk/City Staff Date



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## **BURIAL PERMIT – INSTRUCTIONS - 2019**

1. Fill out Burial Permit Application & Cemetery Tools Check-out Agreement.
2. Meet with City Clerk/Staff to determine Lot/Plot Identification of Burial Site.
3. Determine Digging/Services Date. The Digging Date is best to be the day before the services to avoid the blow over of snow into the new grave site and having to dig it out right before services. The City of Utqiagvik requests that the Digging Date and the Services date stay close together in dates to avoid double time & work.
4. Once the initial digging is complete, the family is responsible for any re-digging and clearing of snow. It is advised to keep the burial site covered with plywood & shipping crates.
5. It is the responsibility of the family to get in touch with UIC regarding the building of a burial box to cover the casket and a cross & nameplate.
6. Put Names/Arrows on Gravesite Map to attach to Permit.
7. The family is responsible for taking a copy of the permit to BUECI for a short sit down meeting to discuss the auger use. BUECI can be reached at 852-6166 but would like to meet in person with family.
8. The City Clerk/Staff will give a copy of the permit to the City Maintenance Department.
9. The City Maintenance Department will do the following:
  - A. Mark the intended gravesite with paint for the diggers & auger operator.
  - B. Clear a path & the snow from the gravesite.
  - C. Provide an inventory list of tools to the designated family member in charge of digging for signature of receipt of tools.
  - D. Provide Digging Tools, Buckets & Plywood that are to be returned once digging is Complete.
  - E. For any tool that is not returned the authorized family member will be charged a fee of \$50. Per tool that is missing. (These tools are very expensive and many tools unfortunately have not been returned.)
10. The City Clerk will communicate with BUECI for any changes as it is the responsibility of the Authorized designated family member to contact the City Clerk/staff for any date/other changes.
11. Once burial is complete, return all tools to City of Utqiagvik Maintenance Department & they will check all the tools back in releasing designated authorized family member from any charges for unreturned equipment.



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**CEMETERY TOOLS CHECK OUT AGREEMENT**

The designated authorized family representative is in agreement that the following tools are being borrowed from the City of Utqiagvik Maintenance Department for use in the burial of:

*Name of Deceased Individual*

Name of designated authorized family representative:

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_

**TOOLS BORROWED FROM THE CITY OF UTQIAGVIK MAINTENANCE DEPARTMENT: (WILL BE DROPPED OFF AT BURIAL SITE, DAY OF DIGGING.)**

(BORROWER)

(MAINTENANCE DEPT. INITIAL UPON RETURN)

9 SHOVELS: \_\_\_\_\_ INITIALS

\_\_\_ SHOVEL: \_\_\_\_\_ INITIALS

4 PIECES PLYWOOD: \_\_\_\_\_ INITIALS

\_\_\_ PIECES PLYWOOD: \_\_\_\_\_ INITIALS

5 BUCKETS: \_\_\_\_\_ INITIALS

\_\_\_ BUCKETS: \_\_\_\_\_ INITIALS

1 LADDER: \_\_\_\_\_ INITIALS

\_\_\_ LADDER: \_\_\_\_\_ INITIALS

**For each piece of equipment not returned, the authorized designated family representative will be charged \$50 per item with the exception of the Ladder in which if not returned the authorized designated family member will be charged \$400.00.**

These Items were not returned: (MAINTENANCE DEPARTMENT)

Designated Authorized Family Member:

Date:

City Clerk/City Staff:

Date: