



CITY OF UTQIAGVIK

"Farthest North Incorporated City"

Burial Permit

Emiaksaun Cemetery (The Old Cemetery is Closed for all Burials due to overcrowding & erosion)

Name of deceased	(First, Middle, Last)
Maiden name	
Date of birth	
Date of death	
Date of digging	
Time of digging	
Funeral location	
Date of funeral service	
Time of visitation	
Time of service	
Is this cremated remains?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Plot location (we can assist you with this)	Letter row ID: _____ Plot # _____
Is the site next to another loved one?	Please identify to the right or left: <input type="checkbox"/> Right <input type="checkbox"/> Left of:
Family contact name	
Family contact phone #	
Family address:	
Family Signature	Date
City Clerk Approval	Date



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Burial Permit Instructions

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. Sign Permit – Both Permittee & City Clerk/Staff.
8. The family is responsible for taking a copy of the permit to Layne Jordan or Mel Hutchinson, at BUECI for a short sit-down meeting to discuss the auger use. Layne or Mel can be reached at 852-6166 but would like to meet in person with family.
9. The City Clerk/Staff will give a copy of the permit to the City Maintenance Department.
10. 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.)
11. **It is the family's responsibility to communicate with BUECI for Digging Arrangements.**
12. Once burial site 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.
13. Should there be any disturbance to the burial site such as water or gravel fall in once the burial site is done, it is the responsibility of the family to re-dig or remove water from the burial site.



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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 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 _____	_____
4 PIECES PLYWOOD: _____	INITIALS _____	_____
5 BUCKETS: _____	INITIALS _____	_____
1 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: _____ Date: _____