



CITY OF UTQIAGVIK

"Farthest North Incorporated City"

Burial Permit

Emiaksaun Cemetery (The old cemetery is closed for all burials due to overcrowding, erosion and the inability to use heavy equipment)

Name of deceased	(First, Middle, Last)	
Maiden name <input type="checkbox"/> N/A		
Date of birth		
Date of death		
Date of digging		
Time of digging		
Funeral location		
Date of funeral service		
Time of visitation		
Time of service		
Are the remains cremated?	<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?	<input type="checkbox"/> Right of <input type="checkbox"/> Left of:	
Family contact name		
Family contact phone # and email address		
Family address	House #:	P.O. Box #:
Family Signature	Date	
City Clerk Approval	Date	



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Cemetery Tool 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: _____



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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. Sign Permit – Both Permittee & City Clerk/Staff.
7. As a courtesy, we will email a copy to BUECI, however, the family is responsible for communicating with BUECI. BUECI staff: Kris Kolodziej/Pat Crooks. 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. Once the burial site is complete, return all tools to City of Utqiagvik Maintenance Department & they will check all the tools back in, which releases the designated authorized family member from any charges for unreturned equipment.
11. 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.

FYI: BUECI cannot operate equipment in weather colder than -30 F or high winds. Grave diggers will not dig on days of other funerals as they attend funerals too – avoid scheduling conflicts.