



Birch Hill Burial Checklist

Name of Deceased: _____

Date of Burial: _____

Name of Relative Applicant: _____

Date Received: _____

Contact Telephone Numbers: _____

1. Application Form
2. Tribal Membership Verification
3. \$100 Burial plot fee. Check made out to Fairbanks Native Association
4. For winter burials call Birch Hill at 907-978-9511 to let them know that a burial will be taking place
5. Meet with FNA Administration staff to choose a gravesite
6. Gravesite measurements: dig grave to 4' x 8' the center is the marker. Close gravesite to 4' x 6'.
7. Gravesites must be marked with a marker (cross, head stone, etc.) at the time of the burial. Temporary markers are allowed until a permanent marker is available.
8. No drugs or alcohol allowed at the burial site

Fairbanks Native Association

Birch Hill Burials (Native Section)

ALL Burials in the Native section of the Birch Hill Cemetery are scheduled through the Fairbanks Native Association (FNA) Administration Office. The paperwork must be filled out and filed with FNA prior to a burial taking place. Once arrangements are made, FNA will advise the family what row and tier the burial is to take place.

While there are no limitations on times of the year that a burial can take place, families that do not wish to bury their loved ones at the time of death during the winter months may use the cemetery crypt until May by contracting with Chapel of Chimes. In all other situations, burial arrangements can usually be made as quickly as possible.

FNA coordinates the actual burial with the family, the family is responsible for opening of the grave, lowering the casket in the grave and closing the grave. If the family does not wish to do this work themselves they may contract with Chapel of Chimes to open and close the grave.

ELIGIBILITY

To be buried in the Native section of the Birch Hill Cemetery, the deceased must be Alaska Native/American Indian or must be the spouse or child of an Alaska Native/American Indian person. The full Committee must approve any exceptions.

COSTS

The fee for each burial plot is \$100

PAPERWORK

Before anything can be done, an immediate family member or next-of-kin should come to the FNA Administration office located at 605 Hughes Ave. The paperwork is very simple and only takes a few minutes. Grave sites will be assigned by the Fairbanks Native Association Administration staff or designee in his/her absence.

NO ONE IS ALLOWED TO COMMENCE DIGGING AT A SITE WITHOUT PRIOR WRITTEN APPROVAL.

WARNING: Failure to comply with this procedure could result in the casket having to be moved, and the responsible party could become liable for damages.

I, _____ (applicant relative), understand the rules and regulations of the Birch Hill Native Section. The family will take open and close the grave or make arrangements to do so. The family agrees to no alcohol or drugs at the site and to properly mark the grave with a marker and name.

Signature (Applicant Relative)

____/____/20____



Date: ____/____/20____

Funeral Home:

Deceased Name:

Plot Assigned: _____ Tier: _____ Row: _____

Date of Birth: ____/____/____ Date of Burial: ____/____/20____

Date of Death: ____/____/20____ Time of Burial: ____:____ AM/PM

Burial Charges**	TOTAL:
Opening/Closing (Adult)	
Opening/Closing (Infant)	
Opening/Closing (Cremation)	
Processing Fee	
Total Charges:	

For burial sites excavated by the family – a Waiver of Liability will need to be filled out

Person responsible for payment:

Name: _____ Relationship to deceased: _____

Mailing Address: _____ Home Phone: _____

Work Phone: _____

Amount Paid: \$ _____

Amount Due: \$ _____

Signature of person responsible for payment

Approved by: _____

Date: ____/____/20____

Printed Name: _____

Work Title: _____

Comments: _____

___ Copy of death certificate requested

Fairbanks Native Association

Waiver of Liability

I, _____, a family member of the deceased, _____ have requested a burial of the deceased whereby the family or next-of-kin will open the grave, transport the deceased to Birch Hill Cemetery, will lower the deceased into the grave, and will backfill the grave by hand (using hand tools ONLY). I understand that accidents can occur during the intendment of the deceased, and therefore agree to release Fairbanks Native Association and Chapel of Chimes from any and all liability that may result from the activities or omissions of the decedent's family members, friends, and representative with respect to the burial decedent, including the mishandling of the decedent. I also agree to indemnify Fairbanks Native Association and Chapel of Chimes against any claims or liability that may result from the activities or omissions of the decedents' family members, friends, and representatives with respect to the burial of decedent, including the mishandling of the decedent.

Signature (Applicant Relative)

____/____/20____

FNA Representative Signature

____/____/20____



Plot Number of Deceased: _____