



# DISINTERMENT-REINTERMENT APPLICATION AND PERMIT

WEST VIRGINIA BUREAU FOR PUBLIC HEALTH

VITAL REGISTRATION OFFICE

(See opposite side for instructions)

## **Part I - APPLICATION:** *Print or Type All but Signatures*

I, \_\_\_\_\_, officially request that a Disinterment-Reinterment Permit be issued to

(Name of Applicant)

\_\_\_\_\_ to disinter or remove the body of

(Name of Funeral Director)

(Name of Funeral Home)

(Address of Funeral Home)

\_\_\_\_\_, my \_\_\_\_\_, who died on \_\_\_\_\_

(Name of Decedent)

(Relation of Deceased to Applicant - spouse, parent, child, etc.)

(Date of Death - mm/dd/ccyy)

at \_\_\_\_\_ from the current place of disposition \_\_\_\_\_

(City and State of Death)

(Name of Cemetery, Mausoleum, or holding place)

located at \_\_\_\_\_, WV, to \_\_\_\_\_

(City, Town, or Place of Current Disposition or Holding)

(Name of Cemetery, Mausoleum, or Crematory)

located at \_\_\_\_\_.

(City, Town, or Place of Reinterment, Entombment or Cremation)

It is understood that this disinterment and subsequent reinterment, entombment or cremation is to be made in conformity with the Code and Rules governing the system of Vital Statistics in the State of West Virginia and in accordance with all other applicable laws relating to graves, cemeteries and the proper handling, transportation and disposition of human remains.

\_\_\_\_\_  
(Signature of Applicant)

(Date Signed)

(Full mailing address of applicant)

\_\_\_\_\_  
(Signature of Funeral Director to Whom the Permit is to be Issued)

(Date Signed)

**Part II - PERMIT:** This application shall serve as the Disinterment-Reinterment Permit when completed below by the State Registrar of Vital Statistics. This permit becomes VOID 60 (sixty) days after issuance.

Permit No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

State Registrar (Signature)

( mm/dd/ccyy)

**Part III - REINTERMENT:** I, \_\_\_\_\_ confirm that decedent named in the Application section above

(Name of Funeral Director)

disinterred on \_\_\_\_\_ and reinterred / entombed / cremated on \_\_\_\_\_.

( mm/dd/ccyy)

( mm/dd/ccyy)

# DISINTERMENT-REINTERMENT APPLICATION AND PERMIT

## Instructions and Legal Citation

This form is to be used to make application by the closest next of kin for issuance of a permit to a licensed funeral director, authorized to do business in the state of West Virginia, for the disinterment and reinterment of a previously interred dead human body from the original place of final disposition to another location in accordance with WV 64 CSR 32.10.2 .

- 1) Part I - APPLICATION section - The application will normally be completed for signature by the funeral director to whom the permit will be issued. Signatures of both the applicant and the funeral director must be on the Application. In the case of disinterments / reinterments authorized by court order, no applicant signature is necessary, just the funeral director's signature and copy of the court order. The Application should be submitted to the Vital Registration Office, preferably five working days or more before the disinterment, in one of the following manners:
  - a. Hand-carried to the office at 350 Capitol Street, Charleston, WV 25301-3701 (UPS or FedEx should also use that address) or
  - b. Mailed by US Mail to Vital Registration Office, ATTN: Disinterment Permits, PO Box 11012, Charleston, WV 25339-1012 or
  - c. In the case of emergency, it may be faxed to the office at: 304-558-1787. Before faxing, the office should be alerted to the incoming fax by contacting staff at: 304-558- 4819 or - 0155 or - 8016. The original Application must also be mailed to the address above.
- 2) Part II - PERMIT section - The application will be assigned a permit number, signed and dated by the State Registrar, and returned to the funeral director. If faxed, the faxed copy will be issued a permit number and faxed back for use.
- 3) Part III - REINTERMENT section - Upon completion of disinterment / reinterment, the funeral director must complete this section and mail the now completed form back to the address above. The funeral director should make a copy for his own records before mailing.

**Other considerations:** 1) SIGNIFICANT CHANGE IN PROCESS: In the past, disinterment / reinterment occurring in the same cemetery did not require a permit. There is no exclusion under the current rule; please submit an application for the disinterment / reinterment in all cases. 2) For disinterment and reinterment of multiple graves within one cemetery - For five or less disinterments, complete a separate application for each. For six or more, contact the Vital Registration Office for instructions.

The Rule regarding disinterment and reinterment of human remains can be found at: WV 64 CSR 32

§64-32-10. Authorization for Final Disposition.

### 10.2. Authorization for Disinterment and Reinterment

10.2.a. Upon receipt of a written application signed by the next of kin and the person who is in charge of a disinterment or upon receipt of an order of a court of competent jurisdiction which directs a disinterment, the State Registrar shall issue an authorization for the disinterment and reinterment of a dead body to a licensed funeral director.

10.2.b. Upon receipt of a court order or signed permission of the next of kin, the State Registrar may issue one authorization to a licensed funeral director to permit disinterment and reinterment of all remains in a mass disinterment provided that, insofar as possible, the remains of each body are identified and the place of disinterment and reinterment are specified. The authorization shall be permission for disinterment, transportation, and reinterment.

10.2.c. A dead body deposited in a receiving vault shall not be considered a disinterment when removed from the vault for disposition.

10.2.d. In all cases a court of competent jurisdiction must order disinterment and reinterment before issuance of authorization in which it is the intention that the disinterment of a dead body is to be performed and the casket is to be opened for any purpose, other than solely for removal of the remains for subsequent cremation authorized by a cremation permit issued by the State Medical Examiner's office.