

Time of Loss – Where Do I Start?

At the time of loss, you will need to contact Arlington Memorial Gardens to make an appointment with your Family Service Advisor. Prior to that meeting and to help you prepare, the following is a checklist of information and documents you may need.

- ❖ Notify Arlington at (513) 521-7003 to schedule a pre-committal conference.
- ❖ Notify family and friends.
- ❖ Obtain a recent color photograph of your loved one for the arrangement conference.
- ❖ If traditional burial is selected, establish who will serve as casket bearers and make requests.
- ❖ Call financial institutions & insurance companies.
- ❖ Determine how many death certificates will be needed (*each investment fund, financial institution, joint checking account, life insurance policy and similar accounts typically require a certified copy of the death certificate*).

Be prepared to provide loved one's personal information, including:

- ✓ Social Security Number
- ✓ Date and state of birth
- ✓ Father's name and place of birth (*state/county*)
- ✓ Mother's full maiden name and place of birth* (*state/county*)
- ✓ Military discharge papers (*DD-214*)
- ✓ Name of family clergy and place of worship (*please include address & phone*)
- ✓ Healthcare directive (*if applicable*)

