

Dear all,

Following a couple of enquiries with our team on this, we're aiming to have the formatted cremation application forms and guidance notes to you as soon as possible. This should be W/C 25<sup>th</sup> February, but if we can issue them sooner than this we will. They are currently with the Scottish Government's graphic design contractors.

The forms are:

Form A1	Application for cremation of an adult or child
Form A2	Application for cremation of a stillborn baby
Form A3	Application for cremation of a pregnancy loss on or before 24 weeks – family arranged
Form A4	Application for cremation of a pregnancy loss on or before 24 weeks – individual or shared – health authority or body arranged
Form A5	Application for cremation of an adult or child – local authority arranged – section 87
Form A6	Application for cremation of body parts following a hospital arranged post mortem or whole body / body parts donated for anatomical examination
Form A7	Application for cremation of body parts donated for anatomical examination or teaching pre-Anatomy Act 1984

As highlighted in previous communications, the forms will be editable PDF documents which we will email to you directly. They may then either be hosted on your website to allow applications to be completed and sent to you electronically, or printed and completed by hand. Space is provided for the cremation authority logo and address/contact details. No parts of these forms are to be changed in any other way.

To reiterate, **the application forms must not be used before 4<sup>th</sup> April 2019**. The forms currently in use remain valid up until this day. Applications for cremation received on 3<sup>rd</sup> April using the current (soon to be old) application form are still valid, even if the cremation itself will not take place until on or after 4<sup>th</sup> April (for example, the 8<sup>th</sup>).

Once circulated, if you issue or host the new application forms publicly on your websites before 4<sup>th</sup> April please make clear that they must not be used to make an application until this day. However, when circulated, please show them to funeral directors in your area, for their information and as an opportunity to familiarise themselves with it and associated guidance notes.

I attach a poster (size A4/A5) publicising the change and would be grateful if you could post this in your crematorium(s)/online and/or circulate to relevant stakeholders as required.

If you have any questions please get in touch.

Kind regards,

Ewan