

Leo F. KEARNS, Inc.
FUNERAL DIRECTORS

Independent, Family Owned and Operated Funeral Homes

Thomas L. Kearns Patrick J. Kearns Paul C. Kearns-Stanley

First Assistance Form

Locations

61-40 Woodhaven Boulevard
Rego Park, New York 11374

103-33 Lefferts Boulevard
Richmond Hill, New York 11419

445 East Meadow Avenue
East Meadow, New York 11554

85-66 115th Street at Myrtle Avenue
Richmond Hill, New York 11418
Leo F. Kearns Funeral Directors, Inc.

718-441-3300 516-794-0500

Our toll-free number from anywhere in New York City and New York State

1-800-640-9500

Funeral, Burial and Cremation Services Worldwide
Pre-arrangement and Pre-Funded Funeral Assistance
Offering F.D.I.C. Insured, Price Guaranteed Pre-arrangements



Sensitive, Caring, Professional Service-

It is our sincere desire to be of real assistance to you at this time. Our professional staff is trained to provide you with information and assist you in making informed, intelligent decisions. Respecting your wishes and traditions, and guided by your choices, we will make every effort to render sensitive, caring and professional service.

The service options we offer range from traditional full service funerals to the simplest of burial and cremation services, and include a variety of offerings tailored to meet the needs of the families we serve.

The Kearns Family and Staff

Making Funeral Arrangements:

Our arrangement conference with you and your family will enable us to know your personal wishes concerning our services. We will:

-Furnish you with our General Price List of goods and services, as required by the Federal Trade Commission.

-Discuss with you which services you wish us to provide from our broad range of offerings.

-Provide you with a written, itemized list of expenses and discuss with you appropriate terms of payment.

-Estimate for you various third party expenses, which usually include some of the following items: cemetery, crematory, newspaper notices, copies of the death certificate, church/clergy honoraria, livery, pallbearers, lady attendant-beautician, out-of-state funeral directors and airline transportation.

-Set the time schedule for calling hours, religious services, funeral, etc.

-Provide you with a price list of funeral merchandise appropriate for the service we are to perform, which will include some or all of the following: casket, burial vault, alternative cremation container, urn for cremation ashes, burial clothing, memorial printing and acknowledgement stationery, as well as monument inscriptions and flowers for the funeral.

-Contact the hospital/physician and/or Medical Examiner concerning the death certificate and request permission to transfer the deceased from the place of death to our facilities.

-Discuss options and/or requirements related to cemetery, crematory, religious services, obituary and death notices, copies of the death certificate, out-of-state or international transfers, Social Security and Veterans Administration benefits and application forms, insurance assistance and completion of forms, Public Administrator's Office, foreign consulates, notary public assistance, memorialization of cremated remains and monument inscriptions as appropriate.

-And most importantly, assist you in any way we are able.

The following checked items will be needed in order to complete funeral arrangements:

- Cemetery deed or cemetery name and grave location.
- Social Security number of the deceased
- Social Security number of spouse or responsible party.
- Clothing, including undergarments.
- Veteran's discharge information.
- Recent photograph of deceased.
- Insurance information, company, beneficiary.
- _____
- _____
- _____
- _____

Questions to ask the Funeral Director: _____

Where we may be of help:

- Cemetery/Crematory options
- Church, clergy assistance
- Death notice and or obituary composition
- Quantity of death certificates needed
- Out-of-area and international funeral directors
- Printing of special memorial cards, announcements, etc.
- Help with memorial charitable contributions
- Veterans Administration and Social Security
- Filing forms with insurance companies
- Burial clothing if needed
- Cremation urns and options for disposition of ashes
- Public Administrator and Foreign Consulate assistance
- Assistance with contacting bereavement groups
- Assistance with bio-hazard cleanup sites

We will call you at _____ to set time for making arrangements at funeral home.

Please call us before coming in to funeral home to set time for making funeral arrangements.

VITAL STATISTICS

It will helpful to have the following information for the completion and filing of the death certificate, which is part of our service. All of these questions appear on the Death Certificate. If any of this information is not available, there is usually time to obtain it, and we will assist you with this matter.

Name: _____ SS # _____
(first) (middle) (last)

If also known by another name please list: _____

Residence: State _____ County _____ P.O. & ZIP _____

House # and Street _____ Town _____ Village _____

Marital status: never married [] married [] widowed [] divorced [] Age: _____

Date of Birth: _____ Spouse: (enter maiden name) _____

Place of Birth: (City & State) _____

Usual occupation (prior to retirement): _____

Kind of Business/Industry: _____

Name & location of company/firm: _____

Years of Education: _____ Degree: _____

Citizen of what country: _____

Decent or origin: _____ Race: _____

Hispanic Origin? (If YES specify) NO [] YES [] _____

Father's name: _____ Living [] Deceased []

Mother's maiden name: _____ Living [] Deceased []

If Deceased: Place of Death _____

Date and Time of Death _____

Next of kin's S.S.#: _____ & Date of Birth: _____

Veteran: No [] Yes [] War & dates of service: _____

Was Veteran receiving enlistment related disability?: Yes [] No []

Certified Copies of Death Certificate

Certified copies of the death certificate may be needed for a variety of reasons. We can assist you by reviewing these reasons with you, and as a part of our service we will obtain these certified copies for you. The municipality in which the death occurs charges a fee for these certified copies, and privately made copies are not valid as a proof of death. Receipt of subsequent orders for certified copies may be delayed.

You may need certified copies of the death certificate for the following:

- transfer of real property, Co-op, Condo, etc.
- insurance claim, 1 for each company
- union benefits, usually 2
- transfer auto, boat, camper
- savings/checking accounts, stocks
- entry to safe deposit box
- filing for tax refunds, Fed/State

- Veterans Administration benefits
- mortgage insurance
- insured loans/credit cards
- qualifying for bereavement time with some employers.
- _____
- _____