



FUNERAL INTAKE FORM

Today's Date: _____ Time: _____
yyyy/mm/dd

IMPORTANT: Please make sure **ALL** information is correct and all names are spelled correctly.

Part 1: Deceased's Personal Information

Last Name: _____ First Name: _____ SIN: _____

Gender: Male Female Age: _____ Date of Birth: _____ Date of Death: _____
yyyy/mm/dd yyyy/mm/dd

Country/City of Birth: _____ Type of work done most of life: _____

Address: _____ City: _____ Prov: ON Postal Code: _____

Marital Status: Single Married Widowed Divorced

Spouse's name: Last: _____ First: _____ Country of Birth: _____

Father's name: Last: _____ First: _____ Country of Birth: _____

Mother's name: Last: _____ First: _____ Country of Birth: _____

Part 2: Information About the Death

Place of Death: _____ Hospital Nursing Home Residence

Address: _____ City: _____ Prov: ON Postal Code: _____

Telephone: _____ Transport to ICC: Corbett Funeral Home Private Transport

Part 3: Contact Person's Information

Last Name: _____ First Name: _____ Relation: _____

Address: _____ City: _____ Prov: ON Postal Code: _____

Telephone: _____ Email Address: _____

Part 4: Intake Information

Person recording the Information:

Last Name: _____ First Name: _____

Address: _____ City: _____ Prov: ON Postal Code: _____

Telephone: _____ Email Address: _____

Signature: _____ Date: _____

Part 5: Actions Taken

5.1 Transport

From hospital to ICC:

Corbett Funeral Home: Phone: (519) 740-0669

Aaron Dolsoni: Phone: (519) 221-3331 Email: accounts@callremoval.com

From ICC to Cemetery:

Funeral Coach: Kitching, Steepe & Ludwig Phone: (905) 689-4892

Who will receive the body when it arrives: Name: _____

Phone: _____ Email: _____

5.2 Cemetery Plot

New Hope Cemetery: Name: Bonnie Hood Ph: 519-740-4681 ext 4654 Plot # _____

Parkview/Mount Hope Cemetery: Name: Deborah Piotrowski Ph: 519-725-928 Plot # _____

Email: deborah.piotrowski@waterloo.ca parkview@waterloo.ca

5.3 Ghusl / Preparation

Ghusl for Men: Name: Amer Saeed Ph: 647-448-2637

Ghusl for Women: Name: Nadia Hazin Ph: 226-606-3428

Lists of Teams (Men and Women) to be attached.

5.4 Imam for leading the Funeral prayer

Imam's Name: _____ Phone No.: _____ Email: _____

5.5 Paperwork –

- Complete Form 15
- Receive Form 16 from the doctor (and EDITH if applicable)
- Make copies of Form 15 & 16 for record
- Email Form 15 and Form 16 for Burial Permit to: (all three people)
1) cromwellm@cambridge.ca 2) shawj@cambridge.ca 3) clerks@cambridge.ca
- Receive Burial Permit and print it for the cemetery
- Complete BAO Contract
- Mail original forms 15&16 to City: Clerks Division, 50 Dickson Street, Cambridge, ON N1R 5W8

Services Offered

The following services are offered by the Islamic Centre of Cambridge

- The body of the deceased Muslim is picked up from the hospital and brought to the Islamic Centre of Cambridge
- Family members/volunteers give Ghusl (bathing) to the Deceased. There are two teams (Male and Female) of volunteers available for this particular task;
- Shroud (kaffan cloth) is provided by the ICC. The shroud is made of white fabric and prepared according to the sunnah;
- A simple but sturdy Casket (wooden box) is provided;
- Generally, Salat ul Janaza is arranged at the Islamic Centre of Cambridge. If family wishes to have janaza prayer arranged at a location other than ICC, arrangements will be made at an alternate location;
- The body is transported from the Islamic Centre of Cambridge to the cemetery;
- The Islamic Centre of Cambridge arranges for the grave to be opened and the burial takes places according to the Islamic Shariah. (At present, the Islamic Centre of Cambridge has made arrangements for burial at the New Hope Cemetery, Cooper Street, Cambridge where a section has been allocated for Muslim burials.

Note:

It is the responsibility of the family members to inform about the death of the deceased, funeral arrangements including Janaza prayer time/location, burial time, and cemetery.

During this stressful time for the family, the **Coordinator** of Funeral Services stays in touch with the family (next of kin). The family and the coordinator mutually decide about ghusl time, Janaza prayer time as well as funeral procession time and related arrangements from Islamic Centre of Cambridge to the Cemetery.

Summary of Services:

- Transportation
- Casket
- Grave plot in the Cemetery
- Grave opening
- License Fees
- Preparation

A Few Words about the Islamic Centre of Cambridge

The Islamic Centre of Cambridge (ICC) is a charitable, non-profit organization that has been established by members of Muslim community in Cambridge and was registered with the Province of Ontario in December 1984.

The objective of ICC is to provide a place for Muslims to get together for religious and social events, to provide religious education for children. The ICC provides funeral services for members of the Muslim Community. In addition, by efforts and action programs we hope to promote building of communities of Muslims in the region of Waterloo and surrounding regions.

List of Hospitals in the Region

Cambridge

Cambridge Memorial Hospital

Emergency Department: 519-621-2330

Address: 700 Coronation Blvd, Cambridge, ON N1R 3G2

Kitchener

Grand River Hospital - KW Campus

Phone: 519-749-4300

Address: 835 King St W, Kitchener, ON N2G 1G3

Grand River Hospital – Freeport Campus

Phone: 519-749-4300 / 519-742-3611

3570 King St E, Kitchener, ON N2A 2W1

St. Mary's Hospital

Phone: 519-744-3311

911 Queen's Blvd, Kitchener, ON N2M 1B2

Guelph

Guelph General Hospital

Phone: 519-822-5350

115 Delhi St, Guelph, ON N1E 4J4

St. Joseph's Health Centre

Phone: 519-824-6000

100 Westmount Rd, Guelph, ON N1H 5H8