

In order to provide you some assistance in completing your arrangements via online & with fax, we have provided detailed instructions on our forms. All families are responsible for locating a fax machine to return required items to us, and all forms must be fully completed in order for services to be performed. All forms are in Adobe PDF format, and to improve accuracy you may enter information in the highlighted areas through your Adobe Reader prior to printing them off. Be sure all areas are complete and that all necessary signatures have been attained prior to faxing. Should you have a question - do not hesitate to call, as we are here to provide assistance and to answer any questions. **( FAX # 810-793-4752 )**

**Forms you will need to complete and print off ( QUESTIONS CALL 810-793-6234 )**

- A. Vital Information Form
  - B. Authorization for Release of Remains ( needed if deceased is in a hospital or medical examiners office )
  - C. Burial Services Form
  - D. Payment of Services Form
  - E. Cemetery & Service Information Form
  - F. Newspaper Information Form ( needed if you desire a notice in any paper )
- 
1. Please complete the vital information form accurately and completely. ( check spelling, dates, #'s )  
This form is used to complete a Michigan death certificate.
  2. Authorization for release is needed if a loved one died in a hospital or is located at a medical examiners office. (If your loved one died at a hospital - please call them ASAP and let them know that Jansen Family Funeral Home will be handling the arrangements. )
  3. Burial Services Form - This form indicates the services and any other items you have selected
  4. Payment of Services - This form indicates your method of payment.  
Certain types of payment, may require family or individuals to come to our facility.
  5. Cemetery & Service Information Form - This form indicates the cemetery for burial to take place in. ( allowing us to contact them for further information or requirements ), and information about any services or visitation you may desire.
  6. Newspaper Information - This form contains the general information needed to complete a death notice to be published in a newspaper. ( There is no charge for us to produce a death notice / obituary - only the charge associated with the paper it is placed in ) Every effort will be made to allow family to proof the notice by email before being published.