



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH  
OFFICE OF VITAL STATISTICS**

275 E. Main Street, 1E-A  
Frankfort, KY 40621  
(502) 564-4212  
Fax: (502) 564-9398

<https://chfs.ky.gov/agencies/dph/dehp/vsb/Pages/default.aspx>

## FUNERAL HOME LETTER

Please submit a letter on your funeral home letterhead, addressed to the Kentucky Office of Vital Statistics. The letter must be signed and dated by the funeral director, explaining the next-of-kin authorization for the disinterment/ reinterment.

### Content

The letter should state that the person, or persons, listed as next-of-kin (with names listed) are the only closest surviving next-of-kin for the decedent (include decedent's name and date of death). It should also indicate that permission for disinterment has been obtained from all members of the same familial class, and whether or not there is a surviving spouse. Moreover, if any of the circumstances listed below apply, they must be addressed in the letter.

- If there is no surviving spouse, and the children are requesting the disinterment, then all children over eighteen (18) years of age must give permission.
- If there is no surviving spouse or children, then both parents must give permission.
- If there is no surviving spouse, children, or parents, then all siblings must give permission.

Please call the Office of Vital Statistics if other next-of-kin are making the request.

### How to Submit

Completed Funeral Home letters may be either mailed, faxed (502-564-9398), or e-mailed to the OVS Program Coordinator with whom you are working.