



ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS

APPRENTICE FUNERAL DIRECTOR'S CASE REPORT

\*\*IMPORTANT\*\*

Per Rule 1. Section 7 – Apprenticeship, (D), all case reports must be filed in the Board Inspector's office by the 10th of the month following the month in which the work was actually performed.

Apprentice Funeral Director's Name Apprenticeship No. Date Case Completed Case Number (e.g.: 1, 2, ..., 50)

IDENTIFICATION SECTION:

Name of Deceased: Address:
Age at Death: Sex: Place of Death: DOD: Hour:
Location of Funeral: Date: Hour:
Location of Burial: Cremation? Yes No Where? :
Cause(s) of Death: How ascertained?
Was the Body Embalmed? Yes No Casket Type:
Outer Burial Container Type: Condition of Body - Day of Funeral:

DUTIES/RESPONSIBILITIES: [Refer to Rule 1, Section 7. for required number of services. Check All That Apply]

- 1. Make the arrangements or observe the arrangements being made with the family, including the selection of merchandise.
2. Set up the church and organize how family and friends are to be directed.
3. Direct family, or assist in doing so, at the funeral and cemetery service, and dismiss the family and friends at the conclusion of the service.
4. Be in charge of the movement of the casket and instruct the pallbearers.
5. Organize the funeral procession and determine where and how parking is to be done at the chapel or church or any other place.
6. Arrange flowers.
7. Direct movement of people when viewing the deceased at the chapel or church or any other place.
8. Organize the "Order of Service" with minister and musicians.
9. Prepare notice of service and/or obituary.
10. Order copy or copies of death certificates.
11. Prepare funeral service programs and/or video life tributes.
12. When appropriate, coordinate veteran arrangements such as flag, honor guard, marker, etc.
13. Process file documentation, such as information sheet, insurance assignment(s), and final billing statement.
14. File claim on assigned insurance and/or annuity policies, social security benefits.
15. Make removals.

Other (Describe):
Other (Describe):

