

**Identification****AUTHORITY TO COLLECT DECEASED FORM**

Facility: FPaCS - COOPERS PLAINS

URN:

Family Name:

Given Name(s):

Address:

Date of Birth

Gender

Male

Female

Intermediate/Intersex/Unspecified

PART A: Declaration by person authorising release of the deceased**Person Details**

Given Name:

Family Name:

Address:

Contact Number:

Declaration:

I (print name)

give authority to MUSLIM FUNERAL SERVICES to collect the body of (name of deceased):

I confirm that I am (select):

- The deceased person's Personal Representative **OR**
- Another Authorising Person with full and proper authority, being the deceased's _____ (see Companion Document).

I confirm that I permit the facility to release the body of the above-named deceased person to the Funeral Director stated in this form.

Note: witness must be aged 18 years or older

Signature:

Date:

Witness Signature:

Witness Name:

Date:

PART B: Acknowledgement by the Funeral Director**Funeral Director Details:**

Funeral Company: MUSLIM FUNERAL SERVICES

Transfer Company:

Address: PO BOX 243 UNDERWOOD QLD 4113

Phone: 1300 896 786

Email: admin@mfs.asn.au

I confirm that I am the Funeral Director appointed by:

- the deceased person's Personal Representative the Authorising Person named in Part A

Declaration:

Name of Funeral Director:

Signature:

Date:

PART C: To be completed by Queensland Health Staff**Confirmation of completion** Part A has been completed Part B has been completed

Staff member name:

Signature:

Date:

Designation:



Companion Document - AUTHORITY TO COLLECT DECEASED FORM

Facility: Forensic Pathology and Coronial Services (FPaCS)
Coopers Plains campus

This Form is to be used when releasing the body of a deceased to a Funeral Director for the purposes of burial or cremation and where there are no legal requirements for the body to be retained or released to another person (eg a Coronial Order). This form should **NOT** be used if there are:

- Coronial orders in place in relation to the deceased or
 - Authorities in place in relation to the deceased under the *Transplantation and Anatomy Act 1979* (Qld) or
 - Other authorities in place that prevent the release of the deceased
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- **PART A** of this form must be completed by the deceased's Personal Representative or, if a Personal Representative has not been appointed, by another Authorised Person with appropriate authority (see **below** for guidance). *Note: The Personal Representative or other Authorised Person with authority may sign and return the form electronically.*
 - **PART B** must be completed by the Funeral Director.
 - **PART C** must be completed by Queensland Health Staff.

Authority to release the deceased

The person who provides this authority must declare that they have the appropriate authorisation to release the deceased (**Part A**).

Generally, where a Personal Representative is able and willing to act, they are the person authorised to release the deceased's body. However, a Personal Representative may choose not to exercise their authority to release the deceased's body and instead allow a family member to make the funeral arrangements.

If a Personal Representative has not been appointed, the hierarchy determining who is authorised to release the deceased's body follows the priority that would apply to the granting of letters of administration (that is, when a court appoints an administrator- see further discussion below).

Personal Representative

A **Personal Representative** is either:

- a) The executor of the deceased's estate (chosen by the deceased through their Will); or
- b) The administrator of the deceased's estate (appointed by the Supreme Court when the deceased has died without a Will).

Other Authorised Person with authority to release deceased if Personal Representative not appointed.

The person with authority to release the deceased will be determined in accordance with the priority for a potential administrator as set out in rule 610 of the *Uniform Civil Procedure Rules 1999* (Qld) and is as follows:

- a) The deceased's surviving spouse (includes de factor partner and civil partner);
- b) The deceased's children;
- c) The deceased's grandchildren or great-grandchildren;
- d) The deceased's parent or parents;
- e) The deceased's brothers or sisters;
- f) The children of deceased brothers and sisters of the deceased;
- g) The deceased's grandparent or grandparents;
- h) The deceased's uncles and aunts;
- i) The deceased's first cousins; and
- j) Anyone else the court may appoint.