

# APPLICATION FOR CERTIFICATE OF RIGHT OF INURNMENT

I hereby apply to the Columbarium Board of Calvary Lutheran Church in West Chester Pennsylvania for a Certificate of Inurnment in their columbarium:

Name of Applicant (s):

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name(s)

Address

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Telephone: Home \_\_\_\_\_

Cell \_\_\_\_\_ (Owner \_\_\_\_\_)

Cell \_\_\_\_\_ (Owner \_\_\_\_\_)

E-Mail Address(es) \_\_\_\_\_ (Owner \_\_\_\_\_)

\_\_\_\_\_ (Owner \_\_\_\_\_)

Relationship to Calvary Lutheran Church:  Member  Non-Member

Family of Member  Previous Member  Family of Previous Member

Next of kin or legal representative(s)

[Not including those to be inurned] (Use additional pages, as necessary.)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Street

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State Zip Code

\_\_\_\_\_  
City

\_\_\_\_\_  
State Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
E-Mail Address

Continued:

Next of kin or legal representative(s)

[Not including those to be inurned] (Use additional pages, as necessary.)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Name

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Relationship

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E-Mail Address

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Zip Code

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E-Mail Address

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Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address

The niche in the columbarium is designated for the cremated remains of the following: **(Names as they are to appear on plaque, not to exceed maximum number of spaces.)**

\_\_\_\_\_  
Name

Date of Birth \_\_\_\_\_ Death \_\_\_\_\_

\_\_\_\_\_  
Name

Date of Birth \_\_\_\_\_ Death \_\_\_\_\_

Size niche requested:  8 x 8     8 x 8 (top/bottom row)     12 x 12

I would like to buy Eickhof bronze urns immediately:        One        Two

I attest that I have read and agree to be bound by the Columbarium By-Laws.

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

~~~~~ **Office Use Only** ~~~~~

Date Received: \_\_\_\_\_ Check Received: \$ \_\_\_\_\_

Application #: \_\_\_\_\_ Niche Assigned: \_\_\_\_\_



**Please mail to:**

**730 South New Street -- West Chester, PA 19382**

**A congregation of the ELCA**

**Make check payable to Calvary Lutheran Church with Columbarium on the Memo line**

**Place in Columbarium mail slot in church office or mail to the church.**

**(Please do not place applications/checks in the offering plate.)**

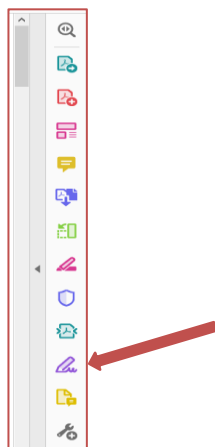
## Instructions for using pdf Columbarium Application

### General:

- Every field in which you can make an entry is shown as a light colored box. If the form fields do not have a colored background, please follow the instructions at the end of this document to change the program settings on your computer.
- You can move among fields by using the Tab key or by clicking in each box in which you want to make an entry. For example,
  - from the Last Name box, press the Tab key and you will move to the First Name(s) box.  
Tabs are ordered to move consecutively through the document. – or
  - From Last Name box, move the cursor to the First Name(s) box and click once.
- Font size will adjust to the number of characters in the entry.

Application – The following instructions are based on using Acrobat Reader. If you use Adobe Acrobat Pro or another program (e.g., PDF-XChange Editor) the appearance and functionality will be different.

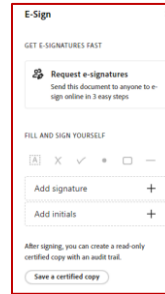
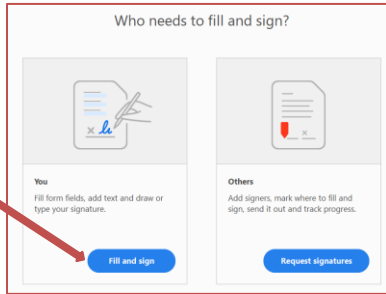
1. Open the application file. The tool bar will be to the left or right on the document.



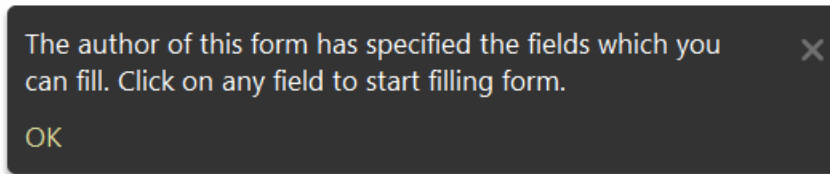
2. Click on the Tool for Fill & Sign.



3. You will see one of the following screens:



a) If you see the screen on the left, click on Fill and Sign (the option on the left). The document may open with the following message in the upper right corner.



Click OK in the lower left of the message.

Click in the box above the word Last Name. Type your last name.

b) If you see the screen on the right, click on the X in the upper right corner to close the box.

4. Starting on Page 1, move through to document to enter all information.

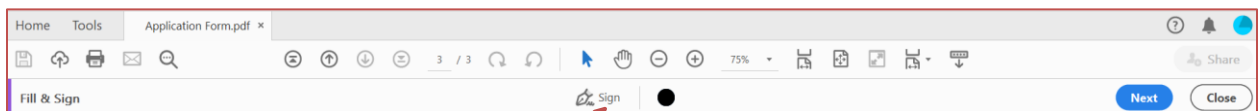
5. For Relationship to Calvary Lutheran Church, click on the appropriate box. Please check only one box. For example, if one applicant is a member and one is not, check only the Member box.

6. For Size niche requested, please check only one box.

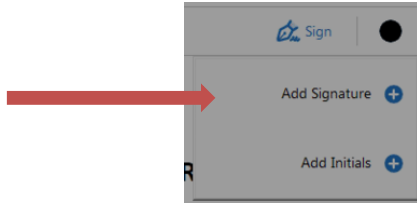
7. For buying an urn or urns at the time a niche is reserved, check whether one or two urns are desired. [Note that you must take possession of the urns. They will not be stored at the church.]

8. For Signature, or in the menu beside the document.

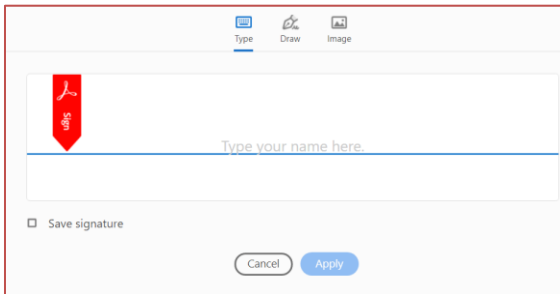
a) If the following menu appears, select the signature icon in the Fill & Sign menu line (below the main menu line)



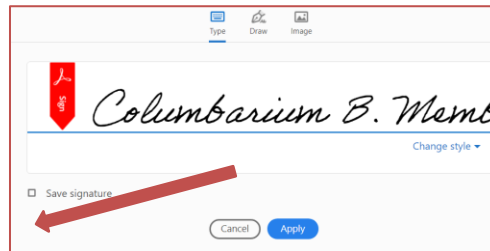
In the menu that appears, click on Add Signature.



The following box will appear.

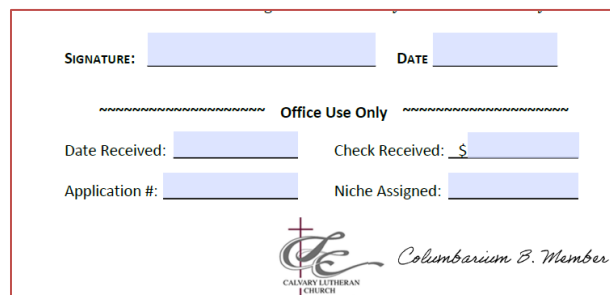


Make sure that Type is selected in the top line. Make sure that Save Signature is NOT checked. There may be a name that appears in the signature line. Click in that line; erase anything that may be there; type your name. Although this is not how your signature appears when you use paper and pen, it will be your affirmation of the application.



Click Apply.

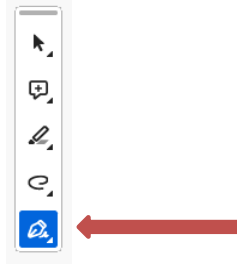
The signature will appear to be floating on the document



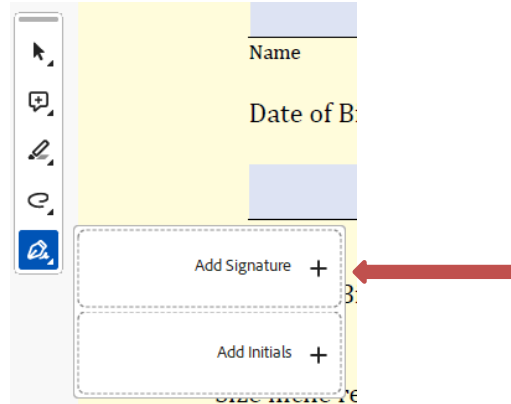
Using the mouse, move the signature to the Signature Box. Click to fix the signature in the block.



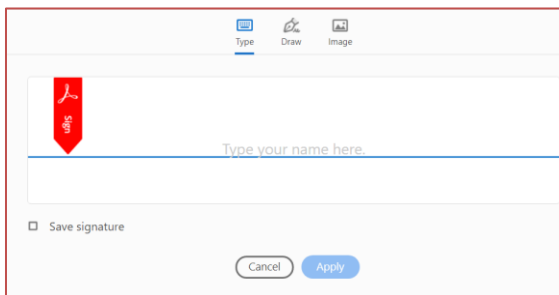
b) If the following menu appears, select the signature icon



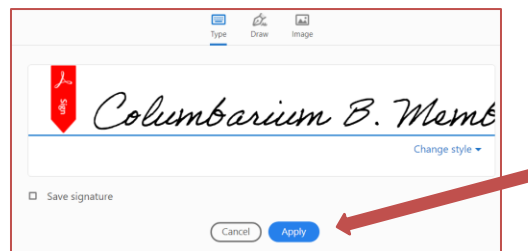
Click in the box with Add Signature.



The following box will appear.

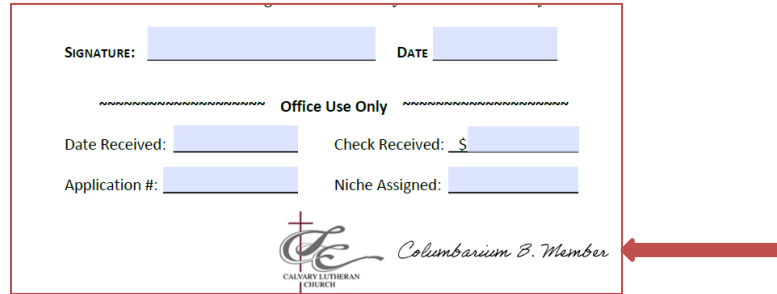


Make sure that Type is selected in the top line. Make sure that Save Signature is NOT checked. There may be a name that appears in the signature line. Click in that line; erase anything that may be there; type your name. Although this is not how your signature appears when you use paper and pen, it will be your affirmation of the application.



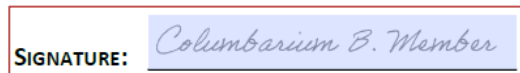
Click Apply.

The signature will appear to be floating on the document



A screenshot of a form with several input fields. At the top, there are fields for 'SIGNATURE:' and 'DATE:'. Below these is a section titled 'Office Use Only' with a decorative border. This section contains fields for 'Date Received:', 'Check Received: \$', 'Application #:', and 'Niche Assigned:'. At the bottom of the form is the logo for 'CALVARY LUTHERAN CHURCH' and the text 'Columbarium B. Member'. A red arrow points from the right side of the form towards the signature field.

Using the mouse, move the signature to the Signature Box. Click to fix the signature in the block.



A close-up of the signature field. The text 'SIGNATURE:' is followed by a box containing the signature 'Columbarium B. Member'.

9. Move to the Date field and enter the application date.
10. Do not make entries in the section Office Use Only. These sections will be completed by a member of the Columbarium Board.
11. From the Acrobat Reader Home menu, click Save As, and save the file on your computer with the name of your choice.
12. Attach the file to an email and send it to [columbarium@clwc.org](mailto:columbarium@clwc.org)
13. Send or deliver to the church a check for the niche reservation fee and urns (if applicable).