# FAS-003A

# Apply for the Funeral Assistance Scheme (Individual)

Under the authority of the *Burials Assistance Act 1965*, the Department of Justice and Attorney-General is responsible for administering the **Funeral Assistance Scheme** through the Coroners Court of Queensland (CCQ).

The Scheme allows for the Department to arrange a simple burial or cremation for eligible persons, who:

* have died in Queensland; and
* have no known next of kin who are willing or able to meet the cost of a funeral service.

**Am I eligible to apply?**

Under the *Burials Assistance Act 1965 (QLD)*, the definition of a relative (or next of kin) is limited to a **spouse** (for an adult) or **parent** (for a child) of the deceased.

If you are applying for funeral assistance as an individual person and **you are the spouse or parent (for a child)** of the person who has passed away), your application will be assessed based on the financial information that you are able provide on behalf of the deceased, in addition to your own personal financial information (e.g. employment status, income, superannuation). Please make sure you fill in all required fields in the form below.

If you are applying as an individual person who is not a spouse or parent (for a child) of the deceased, your application will be assessed based on the information that you are able to provide on behalf of the deceased *only*. If you are not a spouse of parent (for a child) of the deceased, your personal financial information will not be collected or used to make an assessment on your application.

**Individual** applications for assistance will be automatically declined in any one of the following circumstances:

* where an application has already been made on behalf of the deceased (unless there has been a significant change in circumstances; all applications and outcomes are centrally recorded and monitored)
* a contract for funeral services for the deceased has already been signed with a funeral company
* the deceased has a superannuation account
* the deceased has a life insurance policy
* the deceased has an existing funeral plan or funeral insurance
* there are sufficient funds, assets or shares in the deceased's estate (including any bank accounts held solely in their name)
* where funds have been withdrawn from the deceased's bank account by the applicant, after their death (for any reason); and/or
* where on review of an applicant’s personal financial information, the department deems that sufficient funds are available for private funeral arrangements to be made (applicable to defined relatives only).

**Will I need to pay the Department back?**

Where appropriate, CCQ is entitled to recover the full cost of all funeral services provided under the Scheme, from any

monies available from the **deceased's estate** (including any bank accounts held solely in their name).

The Department is entitled to recover the costs of funeral services provided under the Scheme from an applicant who is a relative of the deceased (ie. a **spouse** or **parent** of the deceased), unless the relative is indigent (i.e. a person who has no money or assets of value). Any spouse or parent of the deceased who submits an application under the Scheme may nominate a period of time (from 1 to 3 months after making the application), after which the Department may contact the spouse or parent, in relation to the payment of the costs of the funeral service.

If you are a spouse or parent (for a child) of the deceased, you may also wish to make a **voluntary contribution** towards the cost of the funeral service at the time of applying. Please state any amount you are able to contribute in the relevant section in the form below. If your application is approved, we will then check that the amount you would like to contribute is not more than the cost of the funeral service, and help you to make your payment online (coming soon), or in-person at a Magistrates Court (cash or cheque). If you wish to make a voluntary contribution after the funeral service, you can let us know after receiving your enquiry letter instead.

**What does funeral assistance include?**

All funeral services for approved applications will be conducted by the authorised government-contracted undertaker (funeral director) for the area (also referred to as the local government area boundary), where the deceased passed away.

The service will include:

* local collection and transport of the deceased for preparation and the funeral service (within the undertaker's

authorised boundary area);

* a properly made, conventionally shaped, and suitably lined coffin OR a coffin with additional braces and boards

sufficient to accommodate a larger person (usually over 150kg, or as required);

* a cover for the deceased (being a white calico shroud), in situations where clothing is not provided by the

applicant;

* an appropriate funeral service for the deceased in a dignified and respectful manner, where family and friends can

make a small speech, either at the crematorium (in the case of a cremation) or at the graveside (in the case of a

burial); and

* death registration for the deceased

Before making an application, please ensure that you fully understand that the following **limitations** apply to the

assistance we can provide:

* you may not choose the location of the funeral, or the funeral director;
* the deceased will be cremated (unless burial is requested on the form below);
* as the applicant, you will need to make arrangements to collect the deceased's ashes from the undertaker (in the

case of cremation). If unclaimed, the ashes will be stored for a maximum period of 12 months, after which a

disposal process is initiated;

* the government contracted undertaker in not permitted to provide or charge for any upgraded funeral services for

the deceased;

* It is possible that up to four (4) deceased persons may be interred (buried) together in one burial plot; and
* the marking of the burial plot with headstone or other memorial is not permitted for this reason.

If you have access to a private or family plot in the same location that the deceased has passed away, you may be able to request for them to be buried there under the Scheme, instead of in a government burial plot. To make this request at the same time as your application, please ask the Magistrates Court for further information.

**Request for transfer before funeral (Return to Country)**

Aboriginal and Torres Strait Islander persons who have passed away may be returned to their homelands or Country for

Burial. In some circumstances, financial assistance may be available for this type of long-haul transfer (within Queensland). Please contact your nearest Courthouse if you would like more information regarding financial assistance.

If you are comfortable, we would appreciate if you could complete the section identifying the deceased as an Aboriginal

or Torres Strait Islander person, before completing the Request for Transfer at Section A2.

**Request for transfer burial rights or relocation**

Depending on each individual circumstance, it may be possible to request for the burial rights to the plot (where your

loved one has been buried under the Scheme), to be transferred to you or your family at a later time, so that you can

arrange for a headstone or other marker to be placed at their grave. In order to be eligible, you will need to pay back any

outstanding funeral costs to the Department, plus any local council fees that may apply.

You may also request to relocate the deceased to another cemetery (e.g. to a private or family plot) after they have been buried under the Scheme.

This process is completed separately to an application for assistance, and can be negotiated any time after the service

has been completed. There is no time limit in place, but a transfer of burial rights or relocation will not be possible if another deceased is interred in the same plot before your transfer request is received and completed. This is one of the limitations of the Scheme noted in the section above.

**Need help?**

If you need extra help completing this form, please contact your nearest Magistrates Court for general assistance, or to

book in a short face-to-face information session (15-30 minutes, at the Magistrates Court's discretion). Unless there are exceptional circumstances, this should be the closest Magistrates Court to where the deceased passed away, or the closest Magistrates Court to your place of residence.

Note: Brisbane Magistrates Court is unable to accept applications at this time; please choose the next closest Courthouse in your area.

Further information is also available online at <https://www.courts.qld.gov.au/courts/coroners-court/funeral-assistance>.

**Ready to apply?**

If you are comfortable with the information provided above, and would like to make an application for assistance on

behalf of someone who has passed away, please carefully read and complete the relevant sections of the form below

(including the statutory declaration) and submit over the counter at the nearest Magistrates Court to the deceased’s place of death (or if you are unable to travel there, at the nearest Magistrates Court to where you live).

A full list of Magistrates Court locations is available at <https://www.courts.qld.gov.au/contacts/courthouses>.

# Note: The Department is collecting your personal information, including your email address and limited financial information (for spouse and parents of the deceased only), to assess your eligibility under the Scheme. Your personal information will not be used or disclosed for any other purpose unless authorised or required under a law. DJAG handles your personal information in accordance with the *Information Privacy Act 2009.*

**Go to next page**

# A. I’m applying as an Individual

**Please mark all form boxes with an** 🗷

|  |  |
| --- | --- |
|  | I have read the attached document, and fully understand the inclusions and restrictions of the assistance that will be provided for approved applications under the Funeral Assistance Scheme (the Scheme). |
|  | I confirm that the deceased is eligible under the Scheme*If one of the below boxes is* ***not*** *checked, I understand that the deceased is* ***not*** *considered eligible under the Scheme, and this application will* ***not*** *be progressed* |
|  | Deceased **does** **not** have a superannuation fund |
|  | Deceased **does** **not** have life insurance, or any other applicable insurance policy that would cover the cost of private funeral arrangements; and |
|  | Deceased **does** **not** have an existing funeral plan, and no funeral director has been contracted to perform a funeral service for them (except for an Aboriginal Community Funeral Plan). |

**Go to next page**

**A1. Deceased personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Place of death** (e.g. hospital, at home) |  | **Suburb of death** |  |
| **Current location of the deceased** (e.g. hospital or mortuary name and location) |  | **Date of death**(DD/MM/YYYY) |  |
| **Family name/s** (Please enter in CAPITALS) |  | **First and middle names** (please enter in full, do not use initials) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Age**(At time of death) |  | **Date of birth**(DD/MM/YYYY) |  |
| **Gender** (Free text field, please enter as required) |  | **Occupation** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Does the deceased have a will?** (Please enter Yes or No) |  | **Address**(Please include town/city name and postcode) |  |
| **If Yes, please include the executor’s full name, contact email and/or phone number** (if known) |  |

 **Did the deceased make their wishes known with If ‘No (wishes unknown)’, would you like to arrange for**

 **regards to their funeral arrangements? Cremation or Burial on their behalf?**

|  |  |
| --- | --- |
|  | Yes, Cremation |
|  | Yes, Burial |
|  | No (wishes unknown) |

|  |  |
| --- | --- |
|  | Cremation |
|  | Burial |

|  |  |
| --- | --- |
| **Please clearly state the reason why no funeral arrangements have been made for the deceased to date:** |  |

**Do you own or have access to a private burial plot (e.g. a family plot) in the same location where the deceased has passed away, and would you like to request for them to be buried in this plot?**

|  |  |
| --- | --- |
|  | No (please skip to the next question) |
|  | Yes  |

* Do you confirm that you have contacted the cemetery and/or local council where the private burial plot is located, and obtained a letter that clearly states the cemetery street address, plot registration number and row, grave re-opening fee, burial plot fee (and any other associated charges for burial at that location); and
* Do you accept that any cost that is higher than the standard government-contracted undertaker fee is your sole responsibility, and must be paid upfront and in full to the cemetery and/or local council (if your application is approved)?

|  |  |
| --- | --- |
|  | Yes, I accept responsibility for any additional costs and have attached a copy of the letter as a supporting document  |

 **Did the deceased identify as being of Aboriginal or Does the deceased have a paid funeral plan with the**

 **Torres Strait Islander descent** (leave blank if not applicable) **Aboriginal Community Funeral Plan (ACFP)?**

|  |  |
| --- | --- |
|  | Aboriginal  |
|  | Torres Strait Islander |
|  | Both Aboriginal and Torres Strait Islander |

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Unknown |

**A2. Request for transfer (Return to Country)**

I would like to request a transfer for burial, to allow the deceased to be laid to rest in their traditional lands within Queensland (also known as a Return to Country). To assist the department, I have checked the box in Section A1 to identify the deceased as of Aboriginal and/or Torres Strait Islander descent, to confirm that a request for transfer should be considered under the Scheme. I also understand that if my application is approved, I may need to make private arrangements with an undertaker or transport service and pay for the cost of the transfer in full. The approved funeral will then be conducted by the authorised government-contracted undertaker for that area.

|  |  |
| --- | --- |
| **Please authorise a transfer to** (Town/city name only): |  |

**A3. Deceased financial details**

|  |  |
| --- | --- |
|  | **Deceased has no known bank accounts** (skip to Section A4) |

|  |  |
| --- | --- |
|  | Yes, I understand that **joint** bank account details **do not** need to be provided in this section, as claims cannot be made against joint accounts under the *Burials Assistance Act 1965 (QLD).* |

 **or**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank or financial institution name (1)** |  | **Account name** (must be held in sole name of the deceased) |  |
|  |
| **BSB number** (Enter as 000-000) |  | **Account number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Account balance as at date of death**  |  | **Account balance now** (must be dated within 1 day of your application submission) |  |
|  |
| **Proof of balance is attached?** |  |  | **Proof of balance is attached?** |  |  |

*For an additional bank account – please fill if required, otherwise leave blank*

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank or financial institution name (2)** |  | **Account name** (must be held in sole name of the deceased) |  |
|  |  |  |  |
| **BSB number** (Enter as 000-000) |  | **Account number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Account balance as at date of death**  |  | **Account balance now** (must be dated within 1 day of your application submission) |  |
|  |  |  |  |
| **Proof of balance is attached?** |  |  | **Proof of balance is attached?** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | I confirm that I have not made any unauthorised withdrawals from the deceased's bank account/s. I understand that if it is evident that I have made any withdrawals, my application will not be accepted by the Magistrates Court, unless I can prove that the monies have been replaced in full and provide a deposit receipt as confirmation. |
|  |

 *Note: Unauthorised withdrawals are considered an offence; should you have any concerns, please seek independent legal advice.*

**If known, please include details of any government benefits that the deceased was receiving** (and amounts):

|  |  |  |  |
| --- | --- | --- | --- |
| **Services Australia** (formerly known as Centrelink) |  | **Pension** |  |
|  |  |  |  |
| **Department of Veteran Affairs** |  | **Other** (please include details below) |  |

**Does the deceased have any significant assets?**

If yes, please include details below (including an approximate value in Australian dollars if known)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **House -** residential or investment (include address below) |  | **Approximate value** |
|  | **Vehicle -** (include make, model and year) |  | **Approximate value** |
|  | **Shares or other investments** |  | **Approximate value** |
|  | **Other** (please include details and value/s in the box below) |  | **Approximate value** |

|  |
| --- |
|  |

**A4. Applicant personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family name** (Please enter in CAPITALS) |  | **First and middle names** (please enter in full, do not use initials) |  |
| **Email address** (our main contact method - please ensure this is correct and clear if handwritten) |  | **Best contact number** |  |
| **Postal address** (including suburb, town/city and postcode) |  |

**What is your relationship to the deceased?**

|  |  |
| --- | --- |
|  | **Spouse**  |
|  | **Parent (for a child)** |
|  | **Other** (please include details in the box to the right) |

|  |
| --- |
|  |

**Only complete the next questions if you are a spouse or parent (for a child) of the deceased**

**If approved, I request that the department observe the waiting period selected below before contacting me with regards to cost recovery for funeral expenses provided under the Scheme:**

|  |  |
| --- | --- |
|  | **No preference** (default 30 day waiting period after funeral service) |
|  | **2 months** |
|  | **3 months** |
|  | **Other** (cultural reasons); please include full details below for consideration |

|  |
| --- |
|  |

**A5.1 Applicant personal financial details**

**Only complete this section if you are a spouse or parent (for a child) of the deceased**

Note: Only applicants who are the **spouse** or **parent** (for a child) of the deceased, need to complete this section disclosing their personal financial details. For all other applicants, please skip to Section A5.3.

|  |  |
| --- | --- |
|  | Yes, I understand that **joint** bank account details **do not** need to be provided in this section, as claims cannot be made against joint accounts under the *Burials Assistance Act 1965 (QLD).* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank or financial institution name (1)** |  | **Account name** |  |
|  |  |  |  |
| **Last 4 digits of account number**  |  | **Account balance now** (must be dated within 1 day of your application submission) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Proof of balance is attached?** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank or financial institution name (2)** (if required) |  | **Account name** |  |
|  |  |  |  |
| **Last 4 digits of account number**  |  | **Account balance now** (must be dated within 1 day of your application submission) |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Proof of balance is attached?** |  |  |

**Section A5.2 Superannuation**

**Only complete this section if you are a spouse or parent (for a child) of the deceased**

Note: Only applicants who are the **spouse** or **parent** (for a child) of the deceased, need to complete this section disclosing their personal financial details. For all other applicants, please skip to Section A5.3.

|  |  |
| --- | --- |
|  | **I do not have a superannuation fund** (skip to Section A5.4) |

**or**

|  |  |  |  |
| --- | --- | --- | --- |
| **Superannuation fund name**  |  | **Current account balance** (from most recent account statement) |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Statement is attached?** |  |  |

|  |  |
| --- | --- |
|  | **I confirm that I have applied for early access to my Superannuation fund and my application was declined** (proof of this application outcome must be attached to progress this form) |

**Section A5.3 Asset Details**

|  |  |
| --- | --- |
|  | **I own the property I live in** |
|  | **I rent a privately-owned property**  |
|  | **I rent via public or community government housing** |
|  | **I own significant assets, shares, or investments (e.g. car, boat, caravan, stocks)** |

 Please include full details and approximate value in Australian dollars below for any assets listed:

|  |
| --- |
|  |

**If you are currently employed, what type of job do you have?**

|  |  |
| --- | --- |
|  | **Full-time** |
|  | **Part-time** |
|  | **Not currently employed** |

|  |  |
| --- | --- |
|  | **Permanent** |
|  | **Casual** |
|  | **Temporary** |

 **and**

**Have you organised, or do you know of any crowdfunding to raise money for the deceased's funeral expenses** (or for transfer expenses, where there is a Return to Country request) (e.g GoFundMe)?

Please include full details (including a website link) and the current amount raised (as at the date of application)

|  |
| --- |
|  |

**Only complete this section if you are a spouse or parent (for a child) of the deceased**

Note: Only applicants who are the **spouse** or **parent** (for a child) of the deceased, need to complete this section disclosing their personal financial details. For all other applicants, please skip to Section A5.3.

I**f you would like to make a voluntary contribution, please nominate the amount you would like to pay below.**

If your application is approved, we will confirm that this amount is *not* more than the total cost of the funeral, and let you know the available payment methods (e.g. in person at a Magistrates Court or via cheque/money/postal order).

Once paid, this amount will be deducted from the total cost recoverable by the Department.

|  |  |  |
| --- | --- | --- |
| **Voluntary contribution amount (AUD$)** |  |  |

**Go to next page**

**A6. Have I attached all my supporting documents?**

The Coroners Court of Queensland would preferto receive certified copies of your supporting documents **if possible**.

However, we understand that it may be difficult to access the services of a Justice of the Peace/Commissioner for Declarations in a timely manner when making your application, so we will also accept uncertified copies (so long as the accepting Magistrates Court is comfortable with the documents you have attached).

|  |  |
| --- | --- |
|  | **I have checked that I completed all relevant sections correctly, and I am sure about the choice of cremation or burial that I have indicated on the form (if applicable).** |

**Supporting documents for the deceased** (please mark all that apply)

|  |  |
| --- | --- |
|  | **Copy of bank transaction statements or account summaries** (for all accounts listed) |

 I confirm that the transaction statement shows the balance at **date of death** AND **no**

 **earlier that 1 day before the date of my application**.

 *Bank ATM slips will not be accepted*

|  |  |
| --- | --- |
|  | **Copy of the deceased’s will**  |

|  |  |
| --- | --- |
|  | **Any additional supporting documents that provide information about the deceased, or****assets owned by or held in the deceased's name** (please add details below) |

|  |  |
| --- | --- |
|  |  |

**Go to next page**

**Your supporting documents** (please mark all that apply).

|  |  |
| --- | --- |
|  | **Original photo identification** |

*Please bring the original document or card with you so that the Magistrates Court staff can sight your ID*

 *(a copy is not required – please do not attach or submit your original ID document)*

|  |  |
| --- | --- |
|  | **Only complete this section if you are a spouse or parent (for a child) of the deceased****Copy of personal bank transaction statements or account summaries**  |

I confirm that the transaction statement shows no earlier than **1 day before the date of my application**

 Bank ATM slips will not be accepted

|  |  |
| --- | --- |
|  | **Only complete this section if you are a spouse or parent (for a child) of the deceased****Copy of your latest superannuation statement** (and proof of declined application for early access) |

|  |  |
| --- | --- |
|  | **Copy of letter from cemetery or local council** (for private burial plots requests only) |

**A7. Have I completed and signed a statutory declaration?**

To finalise your application, you will need to sign one of the statutory declaration templates on the next pages.

|  |  |
| --- | --- |
|  | If you live in Queensland, please complete the Queensland statutory declaration on **page 13.** |

|  |  |
| --- | --- |
|  | If you live in another state within Australia **OR** overseas, please complete the Commonwealth statutory declaration on **page 14-16.** |

**Your application is now complete**

Please visit your **nearest Magistrates Court** to submit your application in person (additional details in the first part of this form, from pages 1 to 3).

Except for circumstances where next of kin are located interstate or overseas (and are more difficult for QPS to contact or verify), most complete and correct applications will be processed by the Coroners Court of Queensland in approximately 2 – 10 business days.

You will be notified of the outcome by email, to the address provided in your application (your notice will only be posted if you do not provide an email address, or it is not correct).

If your application is approved, the authorised government contracted undertaker will be provided with the relevant details from your application and will contact you directly to make arrangements for the funeral.

Please note that funerals **cannot** be scheduled in advance of your application being approved and will be conducted at a suitable date and time as determined by the authorised government-contracted undertaker.

***Oaths Act 1867***

**Statutory Declaration**

**QUEENSLAND**

**TO WIT**

|  |  |
| --- | --- |
| I, | [Insert your full name here] |

|  |  |  |
| --- | --- | --- |
| of | [insert your residential address here] | in the state of Queensland |

|  |  |  |
| --- | --- | --- |
|  do solemnly and sincerely declare that the deceased, | [Insert deceased’s full name here] |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (herein after referred to as ‘the deceased’), died on |  / /  | at | [Insert place of death here]. |  |

1. Owing to my financial situation I am unable to pay for the funeral of the deceased;
2. I am unaware of a relative or other person who would be able/willing to provide funding.
3. I am of the opinion that the estate of the deceased has insufficient funds to pay for the funeral.
4. I understand that the Funeral Assistance Scheme provides for a basic, conventionally shaped, stained and suitably lined coffin, and does not include viewings, church services, funeral notices, flowers or further conveyance costs.
5. Should any assets be discovered belonging to the estate of the deceased, then I undertake to promote the realization of those assets and the payment of the proceeds of the realization to the Director-General, Department of Justice and Attorney-General, Queensland, in satisfaction, or part satisfaction, of the costs incurred by that Government Department in attending to the funeral of the deceased.
6. Should any assets, yet to be discovered and forming part of the estate of the deceased, release any funds to me, then I undertake to pay those funds to the Director-General, Department of Justice and Attorney-General, Queensland, in satisfaction or part satisfaction of the costs incurred by that Government Department in attending to the funeral of the deceased.
7. For all cremations performed under the Funeral Assistance Scheme, the ashes of the deceased will be buried in accordance with s11 of the *Cremations Act 2003* if unclaimed within 12 months after the cremation, or if reasonable written instructions for disposal of the ashes are not provided.
8. I declare that the information disclosed in the attached application for assistance under the Funeral Assistance Scheme to be true and correct. I have not arranged a funeral for the deceased prior to making this application and will not make any attempts to make arrangements unless this application is not approved.
9. Accordingly, I request assistance pursuant to the Burials Assistance Act 1965 for the funeral of the deceased.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the

provisions of the *Oaths Act 1867*.

 Signature of declarant/deponent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Taken and declared before me at | [Insert location here] |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| this | [Insert day here] | day of  | [Insert month and year here] |

Commonwealth of Australia

**STATUTORY DECLARATION**

*Statutory Declarations Act 1959*

|  |  |  |  |
| --- | --- | --- | --- |
| I, | [Insert your full name here] |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | [insert your residential address here] |  |  [insert your occupation here] |  |  |

 , make the following declaration under the *Statutory Declarations Act 1959*:

1. Owing to my financial situation I am unable to pay for the funeral of the deceased;
2. I am unaware of a relative or other person who would be able/willing to provide funding.
3. I am of the opinion that the estate of the deceased has insufficient funds to pay for the funeral.
4. I understand that the Funeral Assistance Scheme provides for a basic, conventionally shaped, stained and suitably lined coffin, and does not include viewings, church services, funeral notices, flowers or further conveyance costs.
5. Should any assets be discovered belonging to the estate of the deceased, then I undertake to promote the realization of those assets and the payment of the proceeds of the realization to the Director-General, Department of Justice and Attorney-General, Queensland, in satisfaction, or part satisfaction, of the costs incurred by that Government Department in attending to the funeral of the deceased.
6. Should any assets, yet to be discovered and forming part of the estate of the deceased, release any funds to me, then I undertake to pay those funds to the Director-General, Department of Justice and Attorney-General, Queensland, in satisfaction or part satisfaction of the costs incurred by that Government Department in attending to the funeral of the deceased.
7. For all cremations performed under the Funeral Assistance Scheme, the ashes of the deceased will be buried in accordance with s11 of the *Cremations Act 2003* if unclaimed within 12 months after the cremation, or if reasonable written instructions for disposal of the ashes are not provided.
8. I declare that the information disclosed in the attached application for assistance under the Funeral Assistance Scheme to be true and correct. I have not arranged a funeral for the deceased prior to making this application and will not make any attempts to make arrangements unless this application is not approved.
9. Accordingly, I request assistance pursuant to the Burials Assistance Act 1965 for the funeral of the deceased.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*,and I believe that the statements in this declaration are true in every particular.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Declarant  | [Your signature here] |

|  |  |
| --- | --- |
| Declared at | [Insert location here] |

 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| this | [Insert day here] | day of  | [Insert month and year here] |

|  |  |
| --- | --- |
| Before me | [Witness signature here] |

|  |  |
| --- | --- |
|   | [Insert full name, qualification, and address of person before whom the declaration is made] |

*Note 1*   A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2*   Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before–**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect Chiropractor Dentist

Financial adviser Financial Planner Legal practitioner

Medical practitioner Midwife Migration agent registered under Division 3 of Part 3 of the *Migration Act 1958*

Nurse Occupational therapist Optometrist

Patent attorney Pharmacist Physiotherapist

Psychologist Trade-marks attorney Veterinary surgeon

(2) a person who is enrolled on the role of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

1. a fellow of the National Tax Accountants’ Association; or
2. a member of any of the following:
	1. Chartered Accountants Australia and New Zealand;
	2. the Association of Taxation and Management Accountants;
	3. CPA Australia;
	4. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another

item in this list

Employee of the Australian Trade and Investment Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising the employee’s function at that place

Employee of the Commonwealth who is:

1. at a place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising the employee’s function at that place

Engineer who is:

1. a member of Engineers Australia, other than at the grade of student; or
2. a Registered Professional Engineer of Professionals Australia; or
3. registered as an engineer under a law of the Commonwealth, a State or Territory; or
4. registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of the Australian Defence Force who is:

1. an officer
2. a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982*  with 5 or more years of continuous service
3. a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

1. the Parliament of the Commonwealth
2. the Parliament of a State
3. a Territory legislature
4. a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public, including a notary public (however described) exercising functions at a place outside

1. the Commonwealth
2. the external Territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of

1. a State or Territory or a State or Territory authority
2. a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff’s officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution