



MJ "Dolly" Cooper Veterans' Cemetery

Funeral Home/Director Information Sheet

This document is to inform all Funeral Homes (FH) and/or Funeral Directors (FD) of the policies and procedures for scheduled interments at the MJ "Dolly" Cooper Veterans' Cemetery.

A. **Upon arrival at the Cemetery:**

- All committal services and/or direct burials will check in at the Front office prior to going to the committal shelter or burial garden.
- At the front office, directors or Next of Kin (NOK) will confirm the following:
 - Decedent name.
 - Time of service.
 - 30-minute limit to committal service.
 - Drop off any paperwork such as the burial registration and transit (BRT) form and/or death certificate.
 - If pallbearers or assistance is needed for offloading of decedent, or for committal service.
 - Any other special requests.

B. **Once released from the front office:**

- Funeral director may continue to the committal shelter to set up.
- Pull around committal shelter and park in front of shelter for off load.

C. **Committal Service:**

- With or without honors the committal service is limited to 30 Minutes.
- Upon completion of the committal service phone the office at 864-332-8022 for the following:
 - Inform staff that service has ended.
 - Do NOT leave the remains unattended:

****continued****

SC DEPARTMENT OF VETERANS' AFFAIRS



- Transport team will arrive with Decedent Chain of Custody.
- Funeral Director will be required to sign confirming the following:
 - Decedent's name.
 - Decedent has been delivered.

D. Once the Decedent's Chain of Custody is signed the Funeral Director is released from the cemetery.

E. Key Points:

- ALL committal services have a 30-minute time limit.
- Decedent's chain of custody must be signed releasing the remains to the transport or grounds crew
- AT NO TIME ARE ANY REMAINS TO BE LEFT UNATTENDED!!