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| Process for applying to cremate remains of unknown identity |
| Cemeteries and Crematoria Regulations 2015 |
| OFFICIAL |

# Step 1 – Permit granted

A School of Anatomy (SoA) is granted a permit by the Minister for Health to acquire cadaveric material from an overseas body donor program under the condition the remains are cremated once they cease to be of use.

# Step 2 – Identifier numbers assigned

Once the cadaveric material ceases to be of use, the SoA assigns a reference number to a container and records each identifier number and part descriptor held within that container before the cadaveric material is sent to the crematorium. The SoA is required to retain this information.

# Step 3 – Container labelled

The name and address of the SoA and the container reference number must be identified on the outside of the container for the cemetery trust’s records.

# Step 4 – Application for cremation authorisation

An application is made to the cemetery trust for cremation authorisation using the relevant form:

* Form 3A – Application for cremation authorisation of bodily remains of unknown name or with an identifier
* Form 3B – Application for cremation authorisation of body parts of unknown name with an identifier

**Note:** If using Form 3A, a cremation authorisation approved by the Secretary to the department under s. 134 of the *Cemeteries and Crematoria Act 2003* must be attached to the form. For more information, [email the Cemetery Sector Governance Support Unit](mailto:cemeteries@health.vic.gov.au) <cemeteries@health.vic.gov.au> or telephone 1800 034 280.

# Step 5 – Delivery to crematorium

The chosen funeral service provider transports the container(s) to the crematorium.

# Step 6 – Trust updates records

The cemetery trust records all necessary information listed under r. 8A of the Cemeteries and Crematoria Regulations 2015 including the container reference number and where the cremated remains have been scattered or interred.

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