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| Process for applying to cremate remains of unknown identity |
| OFFICIAL |

# Bodily remains of unknown identity

1. Examples of bodily remains of unknown identity include a school of anatomy (SoA) which is granted a permit to 'buy' cadaveric material from an overseas doner program, and universities, museums and hospitals.
2. If a SoA (via a permit) is making an application, it will assign an identifier to the bodily remains and a number to a container before it is sent to the crematorium. The SoA must keep records of this information. The identifier and the name and address of the SoA must be recorded on the outside of the container for the cemetery trust's records. If an application is made by a museum, university, or hospital the organisation will follow their own record keeping and container/receptacle numbering process.
3. The applicant completes Form 3A (Cremation authorisation for bodily remains of unknown name or with and identifier) and records the relevant container number in the form.
4. The application and any supporting material (for example, copy of permit or letter from the head of the organisation making the application) is emailed to the department <cemeteries@health.vic.gov.au> to seek approval from the department Secretary.
Written approval from the department Secretary and Form 3A must be provided to the cemetery trust.
5. The chosen funeral service provider takes the container(s) to the crematorium.
6. The cemetery trust records all necessary information under r. 8A of the Cemeteries and Crematoria Regulations 2015 including the container number and garden bed or lawn area where the ashes will be scattered.

# Body parts of unknown identity

1. A school of anatomy (SoA) is granted a permit by the Minister for Health to 'buy' cadaveric material from an overseas body donor program (with a permit condition that the remains are cremated once they cease to be of use).
Once the cadaveric material ceases to be of use and is to be cremated, each body part is assigned an identifier (reference number) and associated body part descriptor.
2. Once the cadaveric material ceases to be of use, the SoA assigns a number to a container (for example, Container No: S/C 006) and records each identifier and part held within the container (for example, 18539 left leg, 15673 right foot, 35751 torso), before the container is sent to the crematorium. The SoA must keep records of this information.
The name and address of the SoA must be placed on the outside of the container for the cemetery trust's records.
3. The SoA completes Form 3B (Cremation authorisation for body parts of unknown name with an identifier) and records the relevant container number in the form.
4. The chosen funeral service provider takes the container(s) to the crematorium.
5. The cemetery trust records all necessary information under r. 8A of the Cemeteries and Crematoria Regulations 2015 including the container number and garden bed or lawn area where the ashes will be scattered.

# Forms

## Form 3A – Application for cremation authorisation of bodily remains of unknown name or with an identifier

Form 3A is available for download at [Cremations](https://www.health.vic.gov.au/cemeteries-and-crematoria/cremations) <https://www.health.vic.gov.au/cemeteries-and-crematoria/cremations>.

When seeking the [cremation authorisation](https://www.health.vic.gov.au/cemeteries-and-crematoria/cremation-authorisations) from the department Secretary, the applicant is required to provide supporting documentation detailing the source and, if known, the history of the bodily remains.

## Form 3B – Application for cremation authorisation of body parts of unknown name with an identifier

Form 3B is available for download at [Cremations](https://www.health.vic.gov.au/cemeteries-and-crematoria/cremations) <https://www.health.vic.gov.au/cemeteries-and-crematoria/cremations>.

An application for cremation authorisation of body parts of unknown name with an identifier must be made by a prescribed person:

* An inspector of a school of anatomy
* A designated officer of a school of anatomy
* The department Secretary

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| To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or email the Cemetery Sector Governance Support Unit <cemeteries@health.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Health, August 2023.ISBN 978-1-76096-110-7 (pdf/online/MS word)Available at [Cremation authorisations](https://www.health.vic.gov.au/cemeteries-and-crematoria/cremation-authorisations) <https://www.health.vic.gov.au/cemeteries-and-crematoria/cremation-authorisations> |