



500 Westlake Avenue • Daly City, California 94014  
Tel. (650) 756-4500 • Fax (650) 755-4834  
[www.duggansserra.com](http://www.duggansserra.com)

Dear Family Member,

Please bring the following in with you at the time of your appointment as well as any document appointing a person as health care agent. If you have any questions, please feel free to contact us at the above phone number.

- Completed Vital Statistics form
  - ~ *This information is used to complete the death certificate – accuracy is critical.*
- Clothing –all clothing, including undergarments, shoes are optional. We prefer that you choose clothing with long sleeves and higher necklines for women.
- Dentures and eyeglasses (if applicable)
- Please bring photos:
  - 1) **For make up and hairstyle** (hair part, facial hair) **recent and clear photo**
  - 2) **Obituary Photo** - sharp clear photo for newspaper obituary
- Veteran's discharge papers (DD214)
- Obituary Information  
Please see the "Newspaper Obituary Worksheet". We will help you compose the notice when you meet with us.

Each newspaper has different cut-off dates and times to publish obituaries. We cannot guarantee any publication but are happy to assist you in placing an obituary.

For your convenience, MasterCard, Visa, Discover, American Express, cash or check are accepted for payment.

Thank you,

Duggan's Serra Mortuary Staff