



500 Westlake Avenue • Daly City, California 94014
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www.duggansserra.com

Dear Family Member,

To assist in the funeral or cremation arrangements, please bring the following items at the time of your scheduled appointment. If you have any questions or would like to set up an appointment please 415-970-8801.

- Completed Vital Statistics form
 ~ *This information is used to complete the death certificate – accuracy is critical.*
- If needed, paperwork appointing durable power of attorney or a health care directive
- 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