

Appointment Date/Time

Biographical Information

Deceased Full Legal Name	
Nick Names, Maiden Names, or AKA's	
Date and Place of Birth	
Social Security Number	
Current Street Address	
Current County and Township	
Education – Highest Level	
Occupation	
Ancestry (French, German, English, etc.)	
Marital Status – Married, Never, Widowed, Divorced	
Fathers Full Name at Birth	
Mothers Full Name at Birth	
Military Service and Branch	
Next of Kin's Full Legal Name and Address– Informant <small>This will be the surviving spouse or person handling arrangements</small>	
Next of Kin's Social Security # and Date of Birth	

Physical Items Needed

Photograph – Large, Clear Head Photograph	Needed for obituaries, webpage, and hair style
Full set of clothing with undergarments	Needed for visitations or viewings
Military Discharge Papers DD-214	Needed to apply for any and all veterans benefits
Social Security Card	Needed to verify social security number
Copy of any Pre Arrangements	Needed to verify any previous arrangements
Life Insurance Policies	We will help you file life insurance claims
Cemetery Property Information	Needed to verify burial property
Names and spelling of family listed for obituary	Use the back of this sheet to list family
Notes/Question:	

We want to assure you that the staff at Steuernol & McLaren is committed to making sure that you receive all the support you need during this difficult time. In preparation for your meeting with the arranging director, we have given you this checklist to use. Please plan on spending 1-2 hours with our arranging director to ensure our ability to best meet the needs of you and your family.

We are honored that you have allowed us to serve you during this difficult time. Please feel free to contact us with any questions or concerns that you may have.

Philip W. Stephens, Mgr.
109 E. Houghton Ave.
West Branch, MI 48661
(989) 345-0112

Rayme R. LaBean, Mgr.
611 Bennett St.
Rose City, MI 48654
(989) 685-2133

Terry R. McLaren, Mgr.
702 N. St. Helen Rd.
St. Helen, MI 48656
(989) 389-7423



