

SCATTERINGS instructions for mailing cremated remains

Funeral Homes are familiar with the regulations and procedures regarding shipping cremated remains. Usually for a set fee they will handle the necessary documentation, prepare the remains in accordance with postal regulations, and delivery them to the post office for mailing. Should the remains be in a heavy or valuable urn, they can also transfer the ashes to a container that is more suitable for mailing.

If you choose to mail the remains yourself:

US Postal regulations require that remains be shipped in a sealed sift-proof container using either Registered Mail or Express Mail service. Cremated ashes usually come from the crematory in a thick plastic bag, sealed closed with tape or a twist tie. This bag is then placed inside a plastic urn box. The sealed thick plastic bag satisfies the postal regulation regarding a sift-proof container.

To securely ship the ashes, place the plastic urn box in a cardboard box, and protect the urn from shifting by surrounding it with packing material such as bubble wrap. For additional security, wrap the cardboard box in shipping paper, and seal the seams of the shipping paper with packaging tape (**see note in step 2**).

1. Prior to wrapping with shipping paper, the following items should be included:

If death occurred outside California:

- Cremation documentation / transit permit issued by your local County Health Department, and/or a clean photocopy of the death certificate

We will use this documentation to obtain a California Permit for Disposition. We have a fee of \$30.00 to obtain this permit, which includes the State of California filing fee of \$11.00

If death occurred in California:

- California Application and Permit for Disposition of Human Remains (form VS-9)

The Permit for Deposition is obtained by your Funeral Home, and they will include the appropriate copies when you receive the cremated remains. Should we need to file for a new permit to reflect a change regarding the location of disposition, we have a fee of \$30.00 to re-file, which includes the State of California filing fee of \$11.00.

- our completed authorization form
- a check for our services, payable to Scatterings

2. Wrap with shipping paper and seal the seams. Our shipping label should be completed and affixed to the outside of the package. **Please note:** Registered Mail is a very secure form of mailing. The Post Office stamps the edges of the label and the seams of the shipping paper to assure that the package has not been tampered with. Our shipping label must either be glued to the package, or our address be written directly on the shipping paper. *If the edges of the label or the seams of the shipping paper will not accept an ink security stamp, the Post Office may not accept the remains for shipment.*

3. Mail using Registered Mail (or Express Mail as a faster alternative to):

Scatterings
PO Box 490
Los Gatos, CA 95031-0490

Verification of the date and time of delivery for both Registered Mail and Express Mail is available from the Postal Service online or by telephone. Return receipt service is no longer required. Scatterings will also email (or telephone) when the remains are in our possession.