

APPLICATION FOR CERTIFICATE OF RIGHT OF INURNMENT

I hereby apply to the Columbarium Board of Calvary Lutheran Church in West Chester Pennsylvania for a Certificate of Inurnment in their columbarium:

Name of Applicant (s):

Last Name

First Name(s)

Address

Street

City

State

Zip Code

Telephone: Home _____

Cell _____ (Owner _____)

Cell _____ (Owner _____)

E-Mail Address(es) _____ (Owner _____)

_____ (Owner _____)

Relationship to Calvary Lutheran Church: ☐ Member ☐ Non-Member

☐ Family of Member ☐ Previous Member ☐ Family of Previous Member

Next of kin or legal representative(s)

[Not including those to be inurned] (Use additional pages, as necessary.)

Name

Name

Relationship

Relationship

Street

Street

City

State

Zip Code

City

State

Zip Code

Telephone Number

Telephone Number

E-Mail Address

E-Mail Address

Continued:

Next of kin or legal representative(s)

[Not including those to be inurned] (Use additional pages, as necessary.)

Name

Relationship

Street

City

State

Zip Code

Telephone Number

E-Mail Address

Name

Relationship

Street

City

State

Zip Code

Telephone Number

E-Mail Address

Name

Relationship

Street

City

State

Zip Code

Telephone Number

E-Mail Address

Name

Relationship

Street

City

State

Zip Code

Telephone Number

E-Mail Address

Name

Relationship

Street

City

State

Zip Code

Telephone Number

E-Mail Address

Name

Relationship

Street

City

State

Zip Code

Telephone Number

E-Mail Address

The niche in the columbarium is designated for the cremated remains of the following: **(Names as they are to appear on plaque, not to exceed maximum number of spaces.)**

Name

Date of Birth _____ Death _____

Name

Date of Birth _____ Death _____

Size niche requested: ☐ 8 x 8 ☐ 8 x 8 (top/bottom row) ☐ 12 x 12

I would like to buy Eickhof bronze urns immediately: ☐ One ☐ Two

I attest that I have read and agree to be bound by the Columbarium By-Laws.

SIGNATURE: _____ **DATE** _____

~~~~~ **Office Use Only** ~~~~~

Date Received: \_\_\_\_\_ Check Received: \$ \_\_\_\_\_

Application #: \_\_\_\_\_ Niche Assigned: \_\_\_\_\_



**Please mail to:**

**730 South New Street -- West Chester, PA 19382**

**A congregation of the ELCA**

**Make check payable to Calvary Lutheran Church with Columbarium on the Memo line**

**Place in Columbarium mail slot in church office or mail to the church.**

**(Please do not place applications/checks in the offering plate.)**

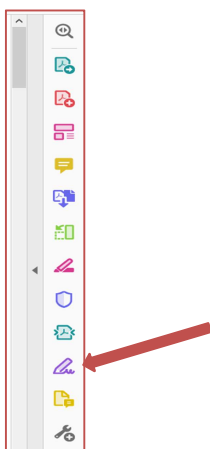
# Instructions for using pdf Columbarium Application

## General:

- Every field in which you can make an entry is shown as a light colored box. If the form fields do not have a colored background, please follow the instructions at the end of this document to change the program settings on your computer.
- You can move among field by using the Tab key or by clicking in each box in which you want to make an entry. For example,
  - from the Last Name box, press the Tab key and you will move to the First Name(s) box.
  - Tabs are ordered to move consecutively through the document. – or
  - From Last Name box, move the cursor to the First Name(s) box and click once.
- Font size will adjust to the number of characters in the entry.

## Application

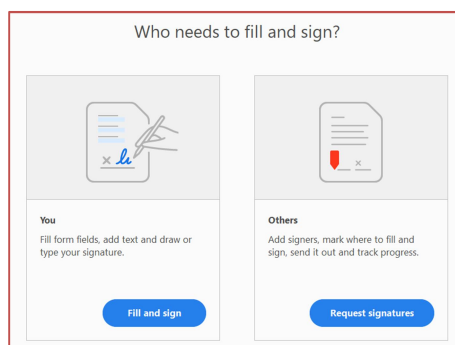
1. Open the application file. The tool bar will be on the right on the document.



2. Click on the Tool for Fill & Sign.

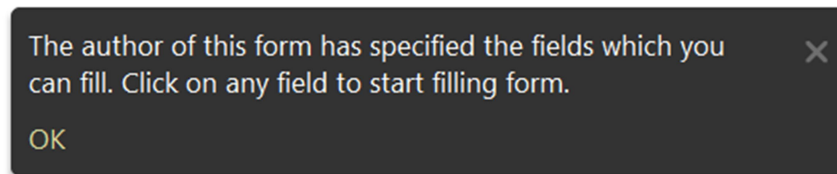


3. You will see the following screen



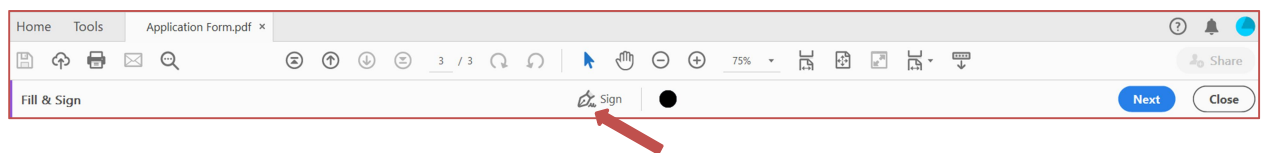
Click on Fill and Sign (the option on the left).

- The document will open with the following message in the upper right corner.

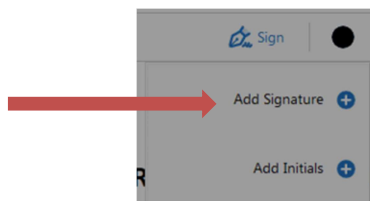


Click OK in the lower left of the message.

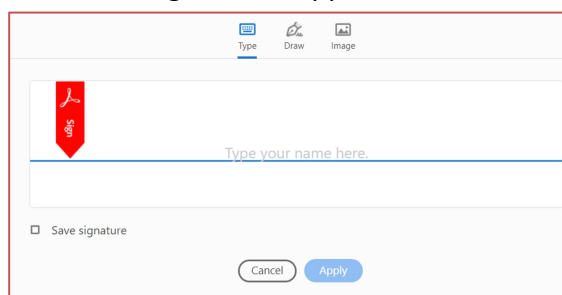
- Click in the box above the word Last Name. Type your last name.
- Move through to document to enter all information.
- For Relationship to Calvary Lutheran Church, click on the box that you want to check. Please check only one box. For example, if one applicant is a member and one is not, check only the Member box.
- For Size niche requested, please check only one box.
- For buying an urn or urns at the time a niche is reserved, check whether one or two urns are desired. [Note that you must take possession of the urns. They will not be stored at the church.]
- For Signature, select the signature icon in the Fill & Sign menu line (below the main menu line).



In the menu that appears, click on Add Signature.

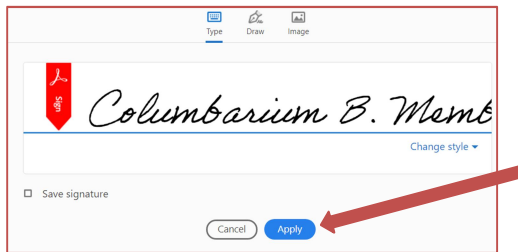


The following box will appear.



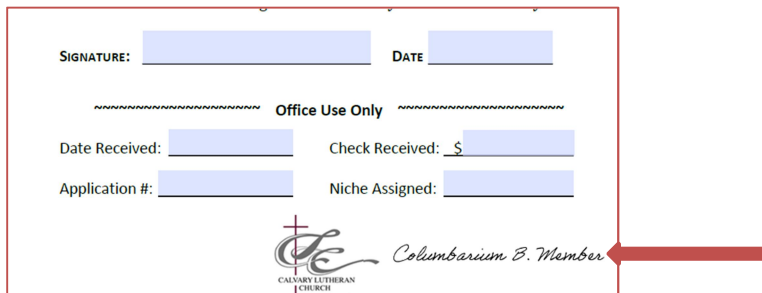
Make sure that Type is selected in the top line. Make sure that Save Signature is NOT checked. There may be a name that appears in the signature line. Click in that line; erase anything that

may be there; type your name. Although this is not how your signature appears when you use paper and pen, it will be your affirmation of the application.



Click Apply.

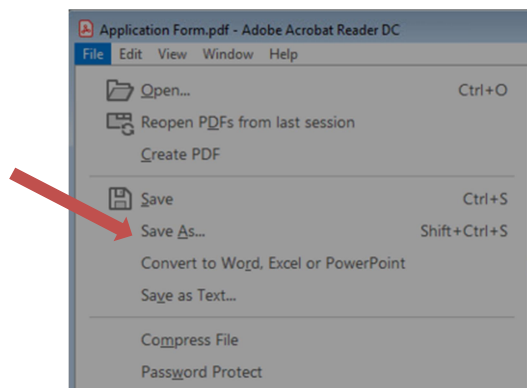
The signature will appear floating on the document



Using the mouse, move the signature to the Signature Box. Click to fix the signature in the block.



11. Enter the application date.
12. Do not make entries in the section Office Use Only. These sections will be completed by a member of the Columbarium Board.
13. Save the file to your computer, using File/Save As.

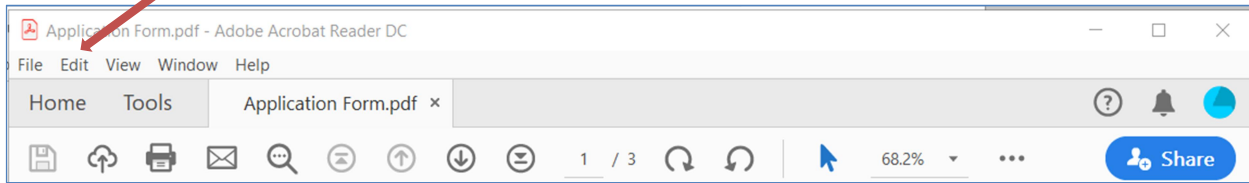


14. E-mail the application to the Columbarium Board.  
columbarium@clwc.org
15. Send or deliver to the church a check for the niche reservation fee and urns (if applicable).

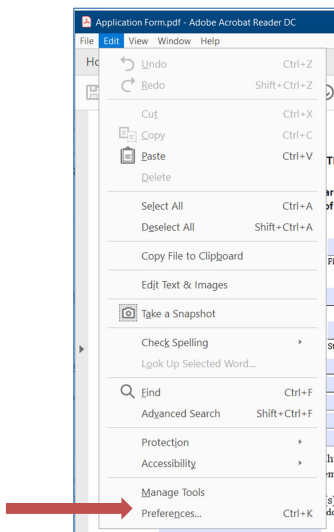
# Adobe Settings to Have Colored Background in Boxes to be Filled

After opening the application, if the form fields do not have a colored background:

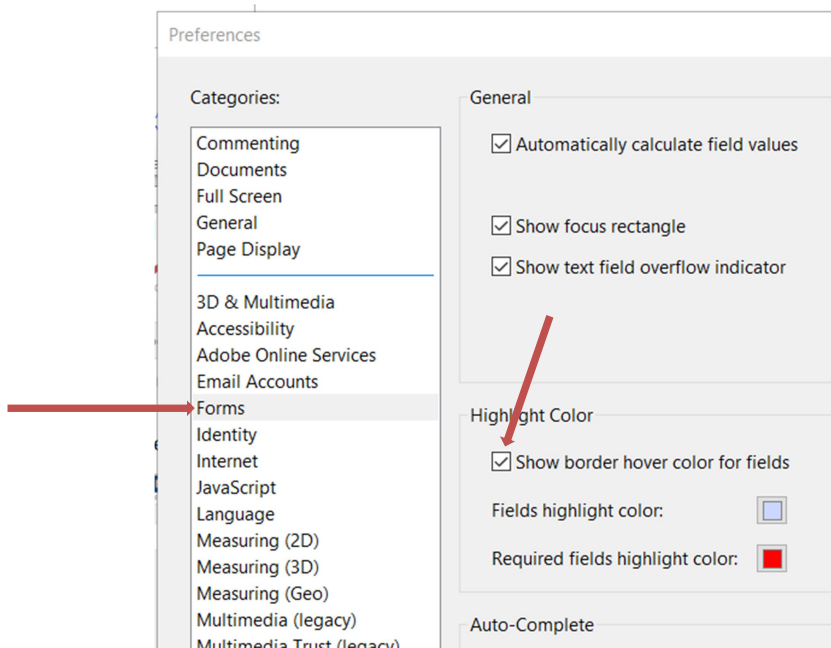
Click Edit.



Click on Preferences



Click on Forms. Under Highlight Color, make sure that the box next to “Show border hover color for fields” is checked.



Make sure that the Fields highlight color is a light shade. If it is not, click on the box showing the highlight color. From the colors presented, select a light shade of your choice. This selection will apply to any Adobe forms that are opened on your computer. The color will not print.

