# FAS-006

# Request to transfer deceased (Return to Country)

Under the authority of the *Burials Assistance Act 1965*, the Department of Justice and Attorney-General is responsible for administering the **Funeral Assistance Scheme** through the Coroners Court of Queensland (CCQ).

The Scheme allows for the Department to arrange a simple burial or cremation for eligible persons, who:

* have died in Queensland; and
* have no known next of kin who are willing or able to meet the cost of a funeral service.

**What is this form for?**

Under the Scheme, Aboriginal and/or Torres Strait Islander persons who have passed away may be returned to their homelands or Country for burial or cremation (where a crematorium is located within the Local Government Area) within Queensland. Please note that CCQ is not authorised to approve interstate or international transfer requests.

You can use the Queensland place names search to check if the town or city you wish to transfer the deceased to is eligible and located within Queensland <https://www.dnrm.qld.gov.au/qld/environment/land/place-names/search>.

**Who can apply?**

This form is for **Individual** **applicants** who have **already submitted an application for assistance** on behalf of the deceased (the application form is named *FAS-003A* *Apply for the Funeral Assistance Scheme (Individual)*).

e.g. you may have forgotten to complete section *A2. Request for Transfer (Return to Country)* on your application, your circumstances changed, or you decided after submitting your application that you would like to request for the deceased to be buried or cremated (where a crematorium is located within the Local Government Area) in their ancestral home.

To make a request, you will need to fill in the form below and submit it to the **same Magistrates Court** where you made your original application.

As transfers can be time-sensitive, please note that you will need to make this request *before* your application for assistance is processed and approved by CCQ, so that we can authorise the correct government contracted undertaker in the new transfer location to carry out the funeral service.

Transfer requests are not available for Agency applications (please contact your nearest Courthouse for further information).

**Will I need to pay for the cost of the transfer?**

If your request is approved, you will be responsible for making your own private arrangements and paying the full cost of the transfer. In some circumstances, financial assistance may be available for Aboriginal and Torres Strait Islander persons to facilitate a return to Country (within Queensland). Please contact your local Courthouse if you would like more information.

The Queensland Health Patient Travel Subsidy Scheme (PTSS) provides financial assistance for patients who are referred to specialist medical services not available at their local public hospital or health facility. If the deceased passed away while accessing services under the PTSS, you may be eligible to apply for a limited amount of assistance towards their transfer cost. Please visit <https://www.qld.gov.au/health/services/travel/subsidies> for further information or call 13 HEALTH (13 43 25 84).

**How do I arrange the transfer?**

CCQ is unable to make transfer arrangements on your behalf or provide an estimate of the cost (unless financial assistance for the transfer has been granted by the delegate, then alternative arrangements to the section below will be put into place

If your application for assistance *and* your transfer request are both approved, you will need to make private transfer arrangements (you may choose to employ the same authorised government contracted undertaker who will be conducting the funeral, or a private undertaker or transfer service of your choice).

Please note that you must arrange for the deceased to be transported to the premises of the authorised government contracted undertaker (funeral director) or local mortuary in the new transfer location. The funeral director will be provided with your contact details (from your application) and will usually call you to confirm the transfer destination and make the appropriate funeral arrangements.

**What if I need to postpone the funeral service?**

If you need to postpone the date of the funeral service to allow friends, family and/or members of your community to travel long distances to attend, please indicate a suitable date (or date range) and a reason for postponement in the section below.

The funeral director will be provided with this date and will contact your directly to negotiate a suitable date based on your request and their operating requirements and availability.

**Need help?**

If you need extra help completing this form, please contact your nearest Magistrates Court for general assistance, or to

book in a short face to face information session (15-30 minutes, at the Magistrates Court's discretion).

Unless there are exceptional circumstances, this should be the closet Magistrates Court to where the deceased person you’re applying on behalf of passed away, or the closest Magistrates Court to your place of residence.

*Note: Brisbane Magistrates Court is unable to accept applications at this time; please choose the next closest*

*Courthouse in your area.*

Further information is also available online at <https://www.courts.qld.gov.au/courts/coroners-court/funeral-assistance>.

**Ready to apply?**

If you are comfortable with the information provided above, and would like to make a request for transfer, please carefully read and complete the relevant sections of the form below and **submit over the counter at the same Magistrates Court where you submitted your original application.**

A full list of Magistrates Court locations is available at <https://www.courts.qld.gov.au/contacts/courthouses>.

**Please mark all form boxes with an** 🗷

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | I have read the attached document, and fully understand the inclusions and restrictions of the transfer approval that I am requesting under the Scheme. |
|  |
|  |  |  | I confirm that the deceased is of Aboriginal and/or Torres Strait Islander heritage and is therefore eligible for transfer (Return to Country) under the Scheme.  |
|  |
|  |  |  | I confirm that I have **already** submitted an application using the form *FAS-003A* *Apply for the Funeral Assistance Scheme (Individual)* and would like this form to be attached to my existing application.  |

*If you haven’t yet submitted an application, simply complete section A2. Request for transfer (Return to Country) before handing your application in to a Magistrates Court for processing.*

**C1. Request for transfer (Return to Country)**

I would like to request a transfer for burial or cremation (where permitted) to allow the deceased to be returned to their traditional lands within Australia (also known as a Return to Country).

To assist the department, I have checked the box in Section C2 to identify the deceased as of Aboriginal and/or Torres Strait Islander descent, to confirm that a request for transfer should be considered under the Scheme.

I also understand that if my application is approved, I must make private arrangements with an undertaker or transport service and pay for the cost of the transfer in full (unless financial assistance is granted) The approved funeral will then be conducted by the authorised government-contracted undertaker for that area.

|  |  |
| --- | --- |
| **Please authorise a transfer to** (Town/city name only): |  |

**Do you confirm that by making this request, you are requesting -**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Yes, I wish for the deceased to be buried |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Yes, I wish for the deceased to be cremated (can only be arranged if a crematorium is available within the Local Government Area) |

If you have a family or ancestral burial plot where you would like the deceased to be buried (in the new transfer location), please include the details below for the funeral director’s reference:

|  |  |
| --- | --- |
| **Cemetery name** |  |
|  |  |  |  |
| **Plot number** |  |  **Row number** |  |

**C2. Deceased personal details**

|  |  |
| --- | --- |
| **Current location of the deceased** (e.g. hospital or mortuary name and location) |  |
|  |  |  |  |
| **Family name/s** (Please enter in CAPITALS) |  | **First and middle names** (please enter in full, do not use initials) |  |

*In case you didn’t answer these questions in your original application, please complete the fields below.*

 **Did the deceased identify as being of Aboriginal or Does the deceased have a paid funeral plan with the**

 **Torres Strait Islander descent? Aboriginal Community Funeral Plan (ACFP)?**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Aboriginal  |
|  |  |  | Torres Strait Islander |
|  |  |  | Both Aboriginal and Torres Strait Islander |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Yes |
|  |  |  | No |
|  |  |  | Unknown |

**C3. Request a postponement**

If you would like to request a postponement of the funeral (e.g. for cultural reasons), please provide a suitable date and a reason for postponement in the boxes below:

|  |  |
| --- | --- |
| **Suggested funeral date/s** (DD/MM/YYYY)(you may enter an approximate date or a date range) |  |

|  |  |
| --- | --- |
| **Reason for postponement** (please enter a detailed explanation for the funeral director’s consideration) |  |

**C4. Original application details**

|  |  |
| --- | --- |
| **I originally submitted my application at this Magistrates Court location** |  |

|  |  |
| --- | --- |
| **on this date**(DD/MM/YYYY)  |  |

*You can check this date on your application receipt print-out and/or email*

|  |  |
| --- | --- |
| **Your family name** (Please enter in CAPITALS) |  |

|  |  |
| --- | --- |
| **Your first and middle names** (please enter in full, do not use initials) |  |

|  |  |
| --- | --- |
| **Your relationship to the deceased** (e.g. wife, husband, daughter, son, friend) |  |

|  |  |
| --- | --- |
| **Your email address** (our main contact method - please ensure this is correct and clear if handwritten) |  |

|  |  |
| --- | --- |
| **Any additional comments?** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your signature** |  |  **Signed on date** (DD/MM/YYYY) |  |

**Your request is now complete**

Please **submit your completed form over the counter** at the **same Magistrates Court where you submitted your original application** (additional details in the first part of this form, from pages 1 to 2).

Except for circumstances where next of kin are located interstate or overseas (and are more difficult for QPS to contact or verify), most complete and correct applications for assistance (including requests for transfer) will be processed by the Coroners Court of Queensland in 2 – 10 business days.

You will be notified of the outcome by email, to the address provided in your application (your notice will only be posted if you do not provide an email address, or it is not correct).

If approved, the authorised government contracted undertaker in the new transfer location will be provided with the relevant details of your application and will contact you directly to make arrangements for the funeral.