

**This document is for those who want to be prepared in the event of sudden death.**

1. Create a listing, as described below, attach it to the front of your refrigerator.
2. List your Full Name, Birthdate, current Phone Number, and Address. **Example:** Billy Jene Bob, Born July 22, 1944, (520) 454-4567
3. Veterans include a copy of your **DD214** and the Placer County Veterans Service Office, (916) 780-32940 information
4. Create a prioritized list of contacts giving, Relationship, Name, Phone, and Address. Include Relatives, Friends, and other individuals that need to be contacted. **Example:** Doctor, Richard Green, (530) 884-1919, Brother, Robert Newton, (340) 888-4444, 2124 Jones Ln., Arkansas 87676, Placer County Veterans Service Office, Placer County Health and Human Services Office.
5. Add a list of Business contacts such as Banks, Social Security, Utilities, Landlords, etc. These Businesses need to know you are deceased. **Example:** First Union Bank, Auburn (530) 656-2345.
6. Add a listing of your preferred Mortuary, Cemetery, and whether Cremation is desired or not. Include business names, phone numbers and addresses. **Example:** Chapel of the Hills Mortuary, Auburn (530) 885-3773, Auburn New Cemetery, Cremation, (530) 885-5922.
7. Consider costs such as Mortuary, Cremation, and Cemetery. Look into Prepayment of these costs depending on your age. Ensure sufficient funds are readily available to cover costs. **Example:** Cremation (Trident Society)
8. Notify those listed in item 3 that the listing is available and that it will be attached to the front of your refrigerator. Send a copy if requested.
9. Include a “**Revision**” date at the top of the page. Sign and date the document at the bottom of the page.

**Important:** This list, attached to the front of your refrigerator, is important for the local Sheriff’s Department and First Responders. **Make sure it is visible.** Contact your local Sheriff’s Department for additional information or questions: Placer County Sheriff’s Office (530) 889-7800, 2929 Richardson Dr, Auburn