



Duggan's Serra Mortuary  
500 Westlake Avenue  
Daly City, CA 94014  
Ph: 650/756-4500    Ph: 415/587-4500  
Fax: 650/755-4834

1-800-923-8442

Dear Family member,

Please bring the following in with you at the time of your appointment as well as any document appointing a person as health care agent.

If you have any questions, please feel free to contact us at the above phone numbers.  
Thank you.

- Completed Vital Statistics Record form
  - *This information is used to complete the biographical portion of the death certificate – accuracy is critical.*
- Clothing –all clothing, including undergarments, shoes are optional. We prefer that you choose clothing with long sleeves and higher necklines for women.
- Dentures and eyeglasses (if applicable)
- Recent or clear photo (photo should show how hair is to be styled)
- Veteran's discharge papers (DD214)
- Obituary Information (include name and address of organizations if donations are requested). Please choose the "*Newspaper Obituary Worksheet*" in the FORM section. We will help you compose the notice when you meet with us.

Each newspaper has different cut-off dates and times to publish obituaries. We cannot guarantee any publication but are happy to assist you in placing an obituary.

For your convenience, MasterCard/Visa, Discover, cash or check are accepted for payment.