



## DEPARTMENT OF PUBLIC WORKS

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Boxborough, Massachusetts 01719  
(978) 264-1790  
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[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

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### **Request for Burial Procedures**

To request a burial please contact the Boxborough DPW at (978) 264-1790 during regular business hours (7:00 am - 3:00 pm) Monday through Friday.

**All burials must meet the following requirements:**

1. A minimum 24 hour, regular business day, notice is required for all burials. Notifications shall not be made on Saturdays, Sundays, or holidays.
2. The plot owner, family member or Funeral Director must obtain an Interment Order from the DPW office. All information must be completed on the form. Required information includes the name of the deceased, birth and death dates, Interment date and time, Veteran information (if applicable), the exact plot location of the interment, the name and phone number of the funeral director, the plot owner, applicant, relation to owner, phone number and email.
3. Proof of ownership must be provided to the DPW and verified.
4. Prior to interment, payment in full must be made at the DPW office along with the Interment Order form.