



Department of Parks and Recreation

BURIAL PROCEDURE FOR ALAE CEMETERY

101 Pauahi Street – Suite 6 Hilo, Hawaii 96720
Phone: 808-961-8311 Email: cemetery@hawaiicounty.gov

If working with a local mortuary, the FUNERAL DIRECTOR can submit all paperwork and permits required, coordinate burial reservations with the Cemetery Clerk and recommend grave laborers.

1. Burial Application:
 - a. A Burial Application is obtained from the Department of Parks & Recreation.
 - b. Schedule a burial date and time with the Cemetery Clerk at 808-961-8311.
 - c. The Burial Application including required documents must be received no later than 5 business days prior to the burial. Otherwise, the burial reservation will be cancelled.
2. Burial Permit(s): Call the State of Hawaii, Department of Health for more information - 808-974-6008
 - a. All BODY BURIALS require a Burial Transit Permit or Disposition Permit.
 - b. A Disinterment Permit is required to open an existing plot of a BODY BURIAL. It is not required if the existing plot holds only cremains.
 1. Required for URN BURIALS over previous casket burials.
 2. The burial CANNOT proceed without this permit. See a local mortuary or schedule an appointment with the Cemetery Clerk at the Parks and Recreation Office.
3. Plot Payment
 - a. Payment of \$250 is required upon submittal of burial application. Cashier's check or cash.
 - b. Plots are purchased on a need-only basis. Reservations cannot be made for future planning. Only reservations made prior to 1998 will be honored.
4. Grave Labor - Opening and Closing of Plot/ Headstones
 - a. All grave labor will be provided by the family
 - b. Headstones are provided and installed by the family. A Release of Claims form is required from everyone performing labor, including minors.
 - c. If hiring a professional, they must have a certificate of insurance submitted to the cemetery clerk with the County of Hawaii as additional insured. See cemetery clerk for more information.
5. Decorations, Offerings and Maintenance
 - a. It is the responsibility of the family to maintain within the plot boundaries. Park Maintenance staff maintain the grounds and walkways.
 - b. No plants shall be grown on the grave site. However, potted plants are allowed if they do not exceed 2 feet in height.
 - c. All decorations, monuments and offerings must be kept within the boundaries of the plot. Decorations and offerings will be removed at the discretion of the cemetery maintenance staff.