



# Practical information in the event of a death

Information for relatives



The management and staff of UZ Leuven wish to extend to you their sincere sympathy on the loss of your loved one.

If you need emotional support, do contact the social worker and/or chaplain at our hospital. You can also talk to them or to the mortuary staff if you have more specific questions or need practical information.

## CONTACT DETAILS

**Social work service and pastoral service:**

**tel. 016 34 86 20**

**Mortuary: tel. 016 34 46 60**

# MORTUARY

To pay your respects to the deceased, you can visit the mortuary at the Gasthuisberg campus of UZ Leuven.

## How to get there

From the main entrance, follow the grey arrows to the lift. Proceed to the second floor and follow the signs marked 'mortuarium'.

## Opening hours

Working days:	2 to 5 pm
Weekends and public holidays:	9 am to 12.30 pm (you have to call first to make an appointment, tel 016 34 46 60)

Please arrive at least 15 minutes before closing time.

## Ritual washing

Performing a ritual washing is possible at the following times:

Working days:	at 2 pm
Weekend and public holidays:	at 9 am

Always call in advance to make an appointment: tel. 016 34 46 60.

# FUNERAL DIRECTOR

The funeral director will take care of practical matters in connection with a death, such as the declaration of death, the transportation of the deceased and the burial or cremation. You can make your own choice of funeral director.

## Declaration of death (usually performed by the funeral director)

The declaration

Any adult may make a declaration of death. The declaration is made at the city of Leuven registry of births, marriages and deaths. Call 016 27 21 93 for an appointment or make an appointment online.

You can find all relevant information on this page:  
[www.leuven.be/aangifte-overlijden](http://www.leuven.be/aangifte-overlijden).

# BURIAL OR CREMATION

- X A burial is a ceremony at which someone who has died is buried.
- X An alternative to burial is cremation.
- X The deceased may also have opted during his or her lifetime to leave his body to science. You can gain more information about this from the Vesalius Institute, tel. 016 33 66 81.

## Burial

The relatives may bury the deceased in:

- ✓ the municipality where he was resident;
- ✓ the municipality where the family owns a burial plot;
- ✓ the municipality in which he died.

## Cremation

With a cremation, the relatives may have the ashes scattered, buried or deposited at the cemetery.

### Required documents:

- death attestation form (model III C or III D): may be obtained from the mortuary during opening hours;
- the deceased's identity card;
- his marriage record;
- authorisation for burial: issued by the municipality where the burial will take place;
- an attestation of the deceased's wishes concerning the funeral arrangements. This document is issued by the registry of births, marriages and deaths of the municipality where the deceased was resident.

### Extra documents in the event of cremation:

- a medical certificate issued by the attending doctor;
- authorisation for cremation;
- a certificate from a doctor appointed by the municipal authorities;
- if necessary, authorisation for ashes to be scattered, buried or kept in an urn in a place other than the cemetery. The associated application must have been signed by all living relatives of the first degree by blood or marriage. Written permission from the landowner is also required if it cannot be proved that the location belongs to the relative(s).

## TRANSPORTATION OF THE DECEASED FROM THE HOSPITAL

(usually performed by the funeral director)

The deceased may be collected from the mortuary at the Gasthuisberg campus of UZ Leuven for transportation to a private funeral home at the following times:

Every day: between 9 am and 12.30 pm and between 1.30 pm and 5 pm.

If the deceased remains in the hospital for longer than 36 hours, a flat fee of 125 euros will be charged.

If death was not of natural causes, the body may only be moved after it has been released by the public prosecution office.









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You can also find this brochure at [www.uzleuven.be/en/brochure/700578](http://www.uzleuven.be/en/brochure/700578).

Comments or suggestions pertaining to this brochure can be submitted via [communicatie@uzleuven.be](mailto:communicatie@uzleuven.be).

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