

Record Request Form



Organized under the NYS Rural Cemetery Act of 1847
Non-profit | Non-sectarian | Not state or federally funded

Applicant Information

Full Name: _____ Date: _____

Address: _____

Phone Number: _____

Email: _____

Funeral Home (if applicable): _____

Preferred Method of Contact: Email Phone Mail

Request Details

Please provide as much information as possible.

Name of Deceased (Required): _____ Cremation Number: _____

Date of Death (if known): _____

Section & Lot Number (if known): _____

Relationship to Deceased (if any): _____

Purpose of Request: _____

Service Options & Fees

As outlined in our General Price List (Effective March 2025)

- Copy of Burial Transit – \$15.00
- Copy of Cremation Authorization and Disposition – \$15.00
- Copy of Cremation Certificate – \$15.00
- Copy of Plot Deed – \$30.00

Payment Information

- Check enclosed
 - Make checks payable to: Albany Rural Cemetery
- Money Order enclosed
- If you would like to pay by credit card, please call our offices at 518.463.7017.

All record requests must be paid in advance. Requests are non-refundable.