

Place an Obituary

How to place an Obituary on the Town of St. James Website

PROCESS

When you send the Town an email requesting for an obituary to be placed on our website, the Town will format it for our website, then send back a proof of the draft obituary. The Town will work with you at that time to make any changes necessary so that it is acceptable to you. The obituary will not post unless it is reviewed and approved by you.

WHAT WE NEED FROM YOU

In the email you send to us requesting an obituary to be posted, we will need the following information:

1. Your name
2. Your phone number
3. The exact text you want to be posted
4. Any photo or photos you would like posted
5. The name of the funeral home taking care of arrangements
6. The phone number of the funeral home taking care of arrangements
7. The date you would like to see the obituary posted.

The text and photo(s) you provide may either be attached to the email as separate files or contained in the body of the email.

Before we can post any obituary, we must verify the passing of the decedent with a licensed party for our records. If you are not working with a funeral home, the name and number of a mortuary, crematorium, or medical donation program will also be sufficient. If you do not have that information, we can also accept a scanned death certificate. Please note that if this information is not already contained in the text of your obituary, then it will not be posted and will be kept private.

ADDITIONAL ITEMS

The individual requesting the posting **MUST** be a member of the deceased family or an authorized representative.

The obituary will be posted until the day after the funeral or 21 days, whichever occurs first.

The Town of St. James **WILL NOT** be responsible/liable for any errors or omissions.

Maximum length of any posting will be **250** words.

HOURS AND DEADLINES

You may call the Town from 9:00 am – 5:00 pm EST, Monday to Friday with any questions about this process.

CONTACT

Email: tosj@stjames.town

Phone: (910) 253-4730