

## ANJUMAN-E-SAIFEE, CHICAGO

A Corporation administering the affairs of the Dawoodi Bohra Jamaat of Chicago

### **Instructions to Facilitate Mayyat Qafan/Dafan by Qabrastan Committee**

1. Upon occurrence of a death in the family, the next-of-kin (or a close relative or a friend) should immediately contact either of the following Qabrastan Committee members:  
  
Shaikh Yusufbhai Shikari: (630) 737-0786 / [Shikari@HomeMail.Com](mailto:Shikari@HomeMail.Com)  
Mustafabhai F. Kapasi: (630) 532-1177 / (630) 737-0852 / [MunMus786@Comcast.Net](mailto:MunMus786@Comcast.Net)
2. Download the "IL Death Certificate Worksheet" from the Anjuman-E-Saifee, Chicago website ([www.ChicagoJamaat.Org](http://www.ChicagoJamaat.Org)), and send the completed worksheet to the Qabrastan Committee member as soon as possible. As a minimum, the following data/information must be provided:
  - A. Full legal name of the deceased (If female, also provide full maiden name)
  - B. Social Security Number (and, if applicable, Medicaid Number) of the deceased
  - C. Full legal name of the deceased's father
  - D. Full maiden name of the deceased's mother
  - E. If married female, surviving spouse's full legal name
  - F. If married male, surviving spouse's full maiden name
  - G. Date of birth (English and, if available, Hijri)
  - H. Exact time, day, and (English and Hijri) date of death
  - I. Location of body (Home Address, Name/Tel. No. of Hospital, etc.)
  - J. Name, address, telephone number, and license number of the attending physician
  - K. Name, address, telephone number, and e-mail address of "Next-of-Kin"
  - L. Name, telephone number, and e-mail address of other contact person, if any
  - M. Jamaat affiliation (If other than Anjuman-E-Saifee, Chicago)
3.
  - A. If death occurred in a hospital, then the attending physician on hospital staff will sign the death certificate. In this case, all necessary paperwork must be brought to the admitting office of the hospital before the body can be released.
  - B. If death occurred at home, then the attending (or family) physician should sign the death certificate. If the body is taken to a hospital after death, then either the paramedics or the hospital physician will sign the death certificate depending upon the time and/or place of the official pronouncement of death.
  - C. If death occurred at other location (e.g., on highway), then paramedics will probably take the body to the nearest hospital, where an official death pronouncement will be made. In such a case, the procedure outlined in "3.A" above should be followed.
  - D. If death occurred at a nursing home or a hospice facility, then the attending nurse or the physician will sign the death certificate and authorize the release of the body.
4. Contact Aamil Saheb to obtain razaar for ghusul, janaaza namaaz, and dafan at our qabrastan. Qabrastan Committee will advise Aamil Saheb of gravesite(s) available for burial, and whether the deceased (or a family member) has purchased the needed burial plot.

5. If a burial plot has been purchased in the name of the deceased (or an immediate family member), request the contact person to obtain the original certificate (see Attachment "A" for a sample of this certificate) from next-of-kin, and submit it to the Qabrastan Committee. If a burial plot has not been purchased by the deceased or any of his/her immediate family member, then advise the contact person that either a burial plot first must be purchased from Anjuman-E-Saifee, Chicago -- or an appropriately approved "Request for Transfer of Certificate" in original form must be submitted to Secretary, Qabrastan Committee -- before a permission for burial can be granted. In case of a burial plot purchase from Anjuman-E-Saifee, Chicago, request that a check payable to "Anjuman-E-Saifee, Chicago - Qabrastan Account" in appropriate amount be given to Secretary, Qabrastan Committee.
6. Qabrastan Committee will contact Muslim Funeral Services, our designated Funeral Director (815/549-9400); send him all information specified under Item 1 above; and request him to transport the body to Masjid-Al-Badri. Funeral director will provide an estimate of time for the body's arrival at our masjid as well as the total cost for his services.
7. Qabrastan Committee will contact the Mayyat Committee on to make arrangements for Ghusul. Ensure that everything required for Ghusul and Qafan (cloth, Kafur, Towels, Ruku Chitthi, etc.) is readily available and delivered on time to Masjid-Al-Badri. Mulla Fizzaben Kapasi (630/835-9013) maintains a stock of these items.
8. Qabrastan Committee will contact Parkholm Cemetery at 630/968-6590 (Tel. No. at Clarendon Hills Cemetery office) or 708/352-4143 (Tel. No. at Parkholm Cemetery grounds) with following information:
  - A. Full legal name of the deceased
  - B. Social Security Number
  - B. Date of birth
  - C. Date of death
  - D. Estimated time of arrival @ Parkholm Cemetery
  - E. Exact location of the grave (Section, Lot #, and Grave #)
  - F. Name, address, telephone number, and e-mail address of next-of-kin

The Parkholm Cemetery office is closed on Sundays, holidays, after 4:30 pm on weekdays, and after noon on Saturdays. During these times, contact Mr. Charles Lentz (630/514-9586). If Mr. Lentz does not respond in time, as a last resort -- AND ONLY AS A LAST RESORT -- contact Mr. Scott Troost, the owner of the Parkholm Cemetery (630/962-9324).

9. Once the timings for Ghusul and arrival at Parkholm Cemetery have been established, Qabrastan Committee will contact Aamil Saheb the exact times for Janaaza namaaz, and will then contact Shaikh Huzefabhai Wardhawala (630/824-7353) with pertinent details on relatives/taaziyatdaars so that a broadcast announcement for Janaaza namaaz and dafan can be sent out to all Chicago area mumineen.
10. Qabrastan Committee will obtain from the cemetery person an estimate of time when the gravesite would be ready for inspection, and visit the gravesite to ensure that its location is as specified, and that it is prepared according to our requirements (i.e., a step at the head site, bottomless container, proper Lahed preparation, Qibla orientation, etc.).

11. Secretary, Qabrastan Committee will prepare five (5) copies of the Burial Request Form (see Attachment "B" for a sample of this form) as follows:

1. Cemetery Copy (give to grave digger after inspection)
2. Jamaat File Copy (give to Secretary, Anjuman-E-Saifee, Chicago)
3. Aamil Saheb's Copy (do not give to other razaa-na-saheb)
4. Deceased Family Copy (give to the designated next-of-kin)
5. Qabrastan File Copy (give to Secretary, Qabrastan Committee)

Each copy must be duly completed and signed by at least two of the following persons:

- Aamil Saheb
- Razaa-na-saheb (Only in absence of Aamil Saheb)
- Vice President, Anjuman-E-Saifee, Chicago
- Secretary, Qabrastan Committee
- Joint Secretary, Qabrastan Committee

Both English and Hijri dates of birth and death should be noted on this form.

12. Contact Mustafabhai F. Kapasi (630/532-1177; e-mail: [MunMus786@Comcast.Net](mailto:MunMus786@Comcast.Net)) to make arrangements for bringing namaazi chaddors, sujni, sipaara, cover cloth, straps, etc., to the cemetery. Ensure that these items are returned to him following Dafan.
13. Advise next-of-kin that he/she is responsible for full payment of both Funeral Director and Parkholm Cemetery services.
14. Any bill for funeral home or cemetery services received by Secretary, Qabrastan Committee should be forwarded promptly to next-of-kin for immediate payment.
15. The original certificate should be appropriately marked to show the name of the deceased, exact location of the grave, and the date of burial. Secretary, Qabrastan Committee should also amend other relevant records in the Qabrastan File and the master copy of the cemetery plot drawing.
16. Advise next-of-kin of the requirements for permanent grave ledger, including the need for obtaining Aamil Saheb's razaa before proceeding with the procurement of the same.
17. For any questions and/or further information on this subject matter, please contact:

Shaikh Yusufbhai A. Shikari; Secretary, Qabrastan Committee  
(T: 630/737-0786; E: [Shikari@HomeMail.Com](mailto:Shikari@HomeMail.Com))

OR

Mustafabhai F. Kapasi; Joint Secretary, Qabrastan Committee  
(T: 630/532-1177; E: [MunMus786@Comcast.Net](mailto:MunMus786@Comcast.Net))

(Last Revised On April 9, 2017)