**Form Submission Options**

The relevant application form can be submitted in one of two ways:

**Option 1 Onscreen Fill & Sign**

1. Open the relevant application form and complete all required fields onscreen
2. Once all fields have been completed, select  (in the right hand toolbar)
3. Select (in top bar which appears)
4. Select ‘Add Signature’ from the drop-down list
5. Select to create a signature with your mouse OR select  to insert a saved signature if you have one on file
6. Once complete, select 
7. Drop the signature into the signature box and adjust the size if necessary
8. Save the completed form to your computer
9. Submit form as an attachment to: Burial.Grounds@inverclyde.gov.uk

**Important note**: Once a signature is inserted and the form is saved, all text boxes will lock and no further editing will be possible.

**Option 2 Print & Sign**

There is no obligation for forms to be completed electronically. It remains an option to print and complete the form by hand (using black ink) and either:

1. Scan the completed form and submit as an attachment to: Burial.Grounds@inverclyde.gov.uk
2. Post or deliver the completed form to:

 Inverclyde Council

 Burial Ground Services

 Crematorium Office
 1 South Street
 Greenock PA16 8UG