



Dignity Memorial® Veterans Planning Guide

Every Detail Remembered™

Dignity®
MEMORIAL



Table of Contents

Section 1:

Planning Your Service

Welcome Letter	1
10 Important Facts	2-5
About Military Funeral Honors	5
Benefits of Planning in Advance	6-7
Supporting Our Communities	8-9

Section 2:

Veterans Service Organizations

Additional Provider Benefits	11
American Legion Membership Information	12-13
Veterans of Foreign Wars Membership Information	14-15
Veterans of Foreign Wars Eligibility Information	16-17

Section 3:

Veterans Forms

Veterans of Foreign Wars Membership Application ...	19-20
Guide to Writing for Your Military Medals	21-22
Military Funeral Honors Information Sheet	23-24
Presidential Memorial Certificate Application	25-26
Department of Veterans Affairs Application for Burial Benefits	27-30
Department of Veterans Affairs Headstone/Marker Application	31-34
Department of Veterans Affairs Claim for Government Medallion for Placement in a Private Cemetery	35-36
National Archives Military Records Request Form	37-40
Department of Veterans Affairs Application for Burial Flag	41-42
Department of Veterans Affairs Application for Pre-Need Determination of Eligibility for Burial in a VA National Cemetery	43-44

Honoring Those Who Serve

As a member of the United States Armed Forces, you served your country with courage and selflessness. Now let your funeral service honor the life you've lived.

A Dignity Memorial® provider is the right choice for veterans, active military personnel and their families. With more than 1,900 locations in North America, we serve more veterans than any other funeral service provider. We consider it an honor to serve the men and women who served our country.

Dignity Memorial is a symbol of trust and a mark of excellence. We celebrate every life with compassion and attention to detail that is second to none. When you choose a Dignity Memorial provider, you'll also receive exclusive benefits and support that is unique to the families we serve.

As a veteran, you may qualify for burial benefits through the U.S. Department of Veterans Affairs (VA). There are many misconceptions about these benefits, so it's important to understand what they include and how to request them. In truth, reimbursement of funeral or cremation expenses is limited, and certain restrictions apply.

To help you plan, we created this guide to provide you with useful information about available benefits, military funeral honors, burial in a national or state cemetery, and the importance of prearranging. Also included are detachable forms to use when applying for membership in veteran service organizations and requesting military medals, a U.S. flag, Presidential Memorial Certificates, military records and other VA burial benefits.

To learn more, contact us at **1-866-508-5834** or visit **www.DignityMemorial.com/Veterans**.



10 Important Facts About Your VA Burial Benefits



As a veteran, you may qualify for certain funeral benefits, but they don't come automatically. In most cases someone must request them, which can be time consuming and stressful for your family. Dignity Memorial® professionals are available to help you prepare your request in advance.

1 **U.S. Department of Veterans Affairs (VA) benefits do not cover all the funeral or cremation arrangements of honorably discharged veterans.**

Certain monetary, recognition and service benefits may be available. However, reimbursement for funeral or cremation service expenses is limited and usually only applies when:

- > The veteran died because of a service-related disability, OR
- > The veteran was receiving or was entitled to receive a VA pension or compensation at the time of death, OR
- > The veteran died while hospitalized by VA, or while receiving care under contract at a non-VA facility.

Standard guidelines are provided as an overview, but only the VA can rule on your exact benefits. For exact eligibility requirements, please visit **www.Cem.VA.gov/Burial_Benefits**.

2 **You will need documentation to verify military service.**

You will normally be required to provide a *Certificate of Release or Discharge from Active Duty* document to verify military service. (Before 1950 it was commonly known as the Report of Separation, which includes the documents WD AGO 53-55, NAVPERS 553, NAVMC 78PD or NAVCG 553. After 1950 it is known as the DD 214). All documents are forms of a veteran's discharge papers.

3 A veteran's family must request a United States flag.

Upon the request of the family, a flag is provided by the VA at no cost to drape the casket or accompany the urn of a deceased veteran. Generally, the flag is given to the next of kin. Only one flag may be provided per veteran. An *Application for United States Flag for Burial Purposes* (VA Form 27-2008) must be submitted along with a copy of the veteran's discharge papers. Flags may be obtained from VA regional offices and most U.S. Post Offices. Your Dignity Memorial provider can help your family request your flag. VA Form 27-2008 can be found on pages 41-42 of this guide.

Note: If the claimant is unable to provide documentary proof, a flag may be issued when a statement is made by a person of established character and reputation that he/she personally knows the deceased to have been a veteran who meets the eligibility criteria.

4 Military funeral honors ceremonies must be scheduled in advance.

Upon the family's request, every eligible veteran may receive a military funeral honors ceremony, which includes the folding and presentation of the United States flag and the playing of "Taps."

A Dignity Memorial professional can work with various veterans organizations to assist in the provision of military funeral honors on behalf of the veteran's family.

5 Veterans' caskets are not free.

As a standard policy, neither the VA nor the various branches of service provide a free casket for a deceased veteran, unless death occurs while on active duty. Through our unique relationship with American Legion departments in specific states and with the Veterans of Foreign Wars nationally, Dignity Memorial providers offer caskets and other merchandise at a discounted price to their members.

6 A Presidential Memorial Certificate may be requested.

Provided through a program initiated in March 1962 by President John F. Kennedy, an engraved *Presidential Memorial Certificate* signed by the current president is provided to families to pay tribute to the memory of honorably discharged, deceased veterans.

Eligible recipients, or someone acting on their behalf, may apply in person at any VA regional office or by U.S. mail. A Dignity Memorial professional can assist your family in obtaining this certificate. VA Form 40-0247 can be found on pages 25-26 of this guide.

7 If you choose not to be buried in a VA national cemetery, monetary burial benefits are limited.

Veterans buried in a private cemetery may be eligible to receive a partial reimbursement for their burial costs. If a death is service-related, benefits up to \$2,000 may be paid for burial expenses.

In order to receive burial and funeral benefits, as well as plot allowances, there are specific requirements that must be met such as:

- > The veteran died because of a service-related disability, OR
- > The veteran was receiving or was entitled to receive a VA pension or compensation at the time of death, OR
- > The veteran died while hospitalized by VA, or while receiving care under contract at a non-VA facility.

The final amounts will be determined by eligibility and are at the discretion of the VA.

In order to determine the final reimbursement amount, an *Application for Burial Benefits* (VA Form 21P-530) must be submitted within two years from the date of the veteran's permanent burial. VA Form 21P-530 can be found on pages 27-30 of this guide.

The National Cemetery Administration's mission is to honor veterans and their eligible family members with their final resting places in national shrines and with lasting tributes that commemorate their service and sacrifice to our Nation. To learn more about the NCA visit **www.Cem.VA.Gov** or call **1-800-698-2411**.

There are eligibility requirements for burial in a VA national cemetery.

Any member of the Armed Forces who dies while on active duty or any veteran who was discharged under conditions other than dishonorable is entitled to burial in a VA national cemetery. Under certain conditions, the surviving spouse and minor children of an eligible person may also be entitled to this benefit. The spouse, surviving spouse or dependent of an eligible veteran or member of the Armed Forces may be eligible for interment in a national cemetery even if that veteran is not buried or memorialized in a national cemetery.

VA NATIONAL CEMETERIES PRE-NEED ELIGIBILITY DETERMINATIONS

The VA now provides eligibility determinations for interment in a VA national cemetery prior to the time of need. Through the Pre-Need Determination of Eligibility Program, upon request, individuals can learn if they are eligible for burial or memorialization in a VA national cemetery.

Interested individuals may submit VA Form 40-10007, *Application for Pre-Need Determination of Eligibility for Burial in a VA National Cemetery* (found on pages 43-44 of this guide), and supporting documentation, such as a DD Form 214, to the VA National Cemetery Scheduling Office by: toll-free fax at 1-855-840-8299; email to Eligibility.PreNeed@va.gov; or mail to the National Cemetery Scheduling Office, P.O. Box 510543, St. Louis, MO 63151.

The VA will review applications and provide written notice of its determination of eligibility. The VA will save determinations and supporting documentation in an electronic information system to expedite burial arrangements at the time of need. Because laws and personal circumstances change, upon receipt of a burial request, the VA will validate all pre-need determinations in accordance with the laws in effect at that time.

In addition, non-veteran parents may be buried in a national cemetery with their child if that child was killed in combat and has no other eligible survivors. In order for such burial to occur, an official must determine that there is available space.

Burial in a VA national cemetery includes:

- > **An assigned gravesite (if space is available).**
- > **Opening and closing of the grave.**
- > **A grave liner for casket.**
- > **A government headstone or marker.**
- > **Perpetual care at no cost to the family.**

The ashes of a cremated veteran or family members are buried or placed in VA national cemeteries in the same manner and with the same honors as a casket.

If you are considering burial in a VA national cemetery, you should be aware of the following:

- > **VA national cemeteries do not allow you to reserve space ahead of time, arrangements are to be made at the time of death.**
- > **Burials in VA national cemeteries are usually not conducted on weekends.**

We work with national cemeteries throughout the U.S. to provide funeral services for eligible veterans.

Burials in Arlington National Cemetery require a special knowledge of protocol and logistics. Our established firms in the metropolitan Washington, DC area have knowledgeable associates with years of experience coordinating these ceremonies. To ensure the highest quality of service, Dignity Memorial® providers will transfer responsibility for all Arlington National Cemetery services to these experienced professionals.

Please visit www.va.gov/burials-memorials/eligibility to verify eligibility requirements.

9 Headstones, markers or medallions for a burial space in a private cemetery must be requested.

Any deceased veteran discharged under conditions other than dishonorable is eligible for a standard government headstone, marker or medallion. The VA, upon request and at no charge to the applicant, will furnish a government headstone or marker for the grave of any deceased eligible veteran in any cemetery around the world. A bronze medallion in several sizes is also available to be placed on existing privately purchased headstones or markers. The government is not responsible for costs associated with affixing the medallion to the privately purchased headstone or marker.

Upright headstones are available in granite or marble, and flat markers are available in granite, marble or bronze. The style must be consistent with existing monuments or markers at the place of burial. Niche markers for cremated remains are also available.

An Application for Standard Government Headstone or Marker for Installation in a Private or State Veteran's Cemetery (VA Form 40-1330) must be submitted for headstones or markers. VA Form 40-1330M must be submitted if requesting the medallion. Both forms can be found on pages 31-36 of this guide.

10 The issuance or replacement of military service medals, awards and decorations must be requested in writing.

For deceased veterans, requests for medals will be accepted from the next of kin. Requests should be submitted in writing to the appropriate military service branch division of the National Personnel Records Center (NPRC). To submit a request, use Standard Form 180 (SF 180), found on pages 37-40 of this guide. There is generally no charge for medal or award replacements.

For more information, or for the mailing address of the military branch office to submit your request to, call **1-866-272-6272** or visit the NPRC website. If your family does not have the necessary form, a Dignity Memorial provider will help secure one.

About Military Funeral Honors

A final demonstration of our nation's deep gratitude to those who have, in times of war and peace, faithfully served. The U.S. Department of Defense now provides, at no cost, the rendering of military funeral honors for an eligible veteran if requested by the family. Families can request funeral honors through their funeral director, who is responsible for arranging the details.

The funeral honor consists of no less than two members of the Armed Forces, one of whom is a representative of the parent branch of service of the deceased veteran. The ceremony will include the folding and presentation of the American flag to the next of kin and the playing of "Taps," either by a bugler or by official electronic recording. The veteran's parent service representative will present the flag.


Who is eligible?

- > Military members on active duty.
- > Military retirees.
- > Members and former members of the Selected Reserve.
- > U.S. veterans of any war.
- > Other U.S. veterans who served at least one term of enlistment and separated under conditions other than dishonorable.

Who is not eligible?

- > Individuals discharged from the Armed Forces under dishonorable conditions.
- > Individuals sentenced to death or life imprisonment without parole for a federal or state capital offense.

To verify eligibility, use form DD 214 or visit **www.Archives.gov/Veterans** for more information.



Planning in Advance for Peace of Mind

When you make your final arrangements in advance, you can plan a service or memorial that truly reflects your personality and passions, while properly honoring your military service.

Our difference is in the details.

Our Dignity Memorial® professionals are here to help you plan and give you and your family valuable peace of mind. We'll help you create a custom service that reflects your wishes, values, character and traditions, no matter what they may be. We listen to every request, act with compassion and make sure that every detail is remembered.

Protection from rising costs.

Because government burial benefits for veterans are limited, you are likely to incur out-of-pocket expenses. By planning your funeral or cremation service today, you benefit from purchasing at today's prices.

Our guaranteed, prepaid funeral plans protect everyone from hard financial and emotional decisions at a time of loss. We'll also take care of every detail, including affordable payment plans.

Veteran Aid

Veterans Financial Aid and Attendance

If you're a wartime veteran, or the surviving spouse of a veteran, the Veterans Aid and Attendance benefit could be an ideal solution for financing your senior housing or in-home health care needs. Qualified veterans can receive monetary aid from the VA paid directly to you. Call **1-800-835-1541** or go to **www.AidandAttendance.com** for more information.

Veterans Crisis Line

The Veterans Crisis Line is a free, 24/7 confidential resource available to any veteran, even if they are not enrolled in VA health care or registered with VA. Qualified responders can connect veterans to their local suicide prevention coordinators (SPC), who follow up to coordinate care. If you're a veteran in crisis or concerned about one, call **1-800-273-8255** and Press 1 or connect online at **www.VeteransCrisisLine.net**.

THE DIGNITY® DIFFERENCE.

YOUR ADVANCED-PLANNING BENEFITS.

No two people are exactly alike. We're all made up of little details that make each of us unique and irreplaceable. When it comes to planning a celebration of life, it's important to find a provider that honors these differences to create a meaningful and fitting service. At Dignity Memorial®, there are many details that set us apart as well. Differences you'll find nowhere else.

Relocation Protection.

When you have a prepaid plan with a Dignity Memorial provider and wish to transfer the plan to another location more than 75 miles away, every detail of your plan moves with you. All of our prepaid plans are transferable and will be honored by any of the qualifying 1,900 Dignity Memorial providers in North America. That's a promise you won't find anywhere else.

Restrictions apply.

Lifetime Flexibility.

If you plan a life celebration with us, but at some point in the future, and for any reason, you would like to add to your plan with new arrangements, you can. With Lifetime Flexibility, if you want to make any changes to your plan, we are always available to discuss your many options.

Restrictions apply.

Purchase Protection Plan.

Should you pass away before your purchased cemetery property is fully paid for, your family will receive some financial relief. Our Purchase Protection Plan will help take care of any remaining balance due to the cemetery.

Purchaser must be under 65 years of age; maximum forgiven balance not to exceed \$5,000. Other restrictions may apply.

Family First Cost Protection.

We hope this never happens, but when you have a cemetery plan or funeral package with Dignity Memorial and suffer the loss of an unmarried child or grandchild who is under the age of 21, we'll take care of funeral services, cremation services and cemetery interment rights up to the same level as your own plan. This protection is at no cost to you, through any provider in the Dignity Memorial family you choose, nationwide.

Not available in MD and NY. Other restrictions and limits apply.

Start Planning Today

Consider the following questions to help you plan a service that's right for you:

- > Would you like a more traditional or religious service—or would you prefer a more personalized life celebration?
- > What military protocols or traditions, if any, do you want incorporated into your service?
- > Do you prefer cremation or burial?
- > Will the service take place at a funeral home, place of worship or other indoor or outdoor location of your choosing?
- > Will there be a visitation for family and friends or a private family gathering?
- > What type of casket or urn do you want?
- > How much would you like to pay for your services?
- > What type of memorial or headstone would you prefer?
- > Do you want your military service reflected on your headstone?

To find your local Dignity Memorial provider, call 1-866-508-5834 or visit www.DignityMemorial.com/Veterans.



Supporting Our Communities

In addition to compassionately helping veterans plan meaningful tributes, we are committed to the communities where we live, work and raise our families. We proudly sponsor three community programs dedicated to honoring those who serve.



Dignity Memorial® Vietnam Wall.

This faux-granite replica of the Vietnam Veterans Memorial in Washington, DC, stands 240 feet long and eight feet high and is inscribed with the names of the 58,272 American men and women who gave their lives or are listed as missing in Vietnam. The Dignity Memorial Vietnam Wall has traveled the U.S. in memory of those who have given their lives for freedom. After more than 20 years in circulation, the wall has retired. It is now permanently on display at the National Infantry Museum in Fort Benning, Ga., where it was formally dedicated on Veterans Day in 2017.



Dignity Memorial Homeless Veterans Burial Program.

This program provides burial services for eligible homeless and indigent veterans to ensure they receive an honorable burial for their service to our nation. The program has provided burial services for more than 1,600 homeless veterans.

Founded upon the belief that every veteran deserves a dignified and honorable burial, the Dignity Memorial Homeless Veterans Burial Program is a cooperative effort among Dignity Memorial funeral, cremation and cemetery service providers, the U.S. Department of Veterans Affairs, the Veterans of Foreign Wars, local medical examiners, coroners, veterans advocates and veterans organizations.

Dignity Memorial providers donate preparation of the veteran, transportation, clothing, casket and coordination of the funeral service. The U.S. Department of Veterans Affairs provides eligible veterans with opening and closing of the gravesite, a grave liner, a headstone or marker, a graveside ceremony and burial in a national cemetery.

Tragedy Assistance Program for Survivors (TAPS).

This program provides comfort, care and resources to all those grieving a military or veteran loss. Their programming includes educational seminars, grief camps for children and teens, grief support groups, peer mentorships and more. Through our partnership with TAPS, Dignity Memorial professionals will be able to better serve and support families who have experienced a military or veteran loss, and the veteran community as a whole.

Section 2:
Veterans Service Organizations



Additional Provider Benefits

THE DIGNITY® DIFFERENCE.

YOUR BENEFITS AT THE TIME OF NEED.

When planning with a Dignity Memorial® provider, you'll receive benefits that you'll find nowhere else. In addition to our pre-planning benefits, you'll also be entitled to the following benefits at the time of need.

100% Service Guarantee.

At Dignity Memorial, we take our promises seriously. That's why we offer a 100% service guarantee. We strive to get every detail right the first time, every time. If for some reason we don't and you're dissatisfied with any aspect of your service, we'll fully refund that portion of the service.

See associate for details.

Compassion Helpline®.

Our Compassion Helpline offers families unlimited complimentary phone access to professional grief counselors for 13 months after services are provided by any Dignity Memorial provider throughout North America. In addition, anyone who attends a visitation, chapel or celebration of life service will have three months access to the Compassion Helpline and the same licensed grief counselors.

Services provided by Charles Nechem Associates, Inc.

Bereavement Travel Assistance.

We're here to help you get where you need to be. Our global travel partnerships allow us to assist you and your family with time-sensitive travel arrangements. We'll help find you the best available options so that you can be with your loved ones when and where they need you.

Free Online Obituary.

Every Dignity Memorial service comes with a free online obituary. Here, family members and loved ones can share photos and fond memories with no restricted access or cut-off dates.

The Dignity Memorial network is proud to partner with two leading veterans service organizations to bring significant savings and additional benefits to members in good standing and their extended family. Members of Veterans of Foreign War and the American Legion are eligible to receive:

- > **10% savings on funeral and cremation services and products.¹**
- > **10% savings on cemetery interment rights, products and services.²**
- > **Flag case specially designed for your government-issued United States flag.**
- > **Family Estate Manager, a comprehensive, step-by-step tool that simplifies the decisions you'll make as you settle your loved one's estate.**

Eligible extended family includes spouse or domestic partner, children (natural, adopted or stepchildren), parents, grandparents and great-grandparents of both the member and their spouse or domestic partner.

1. Where available by law. 10% savings is not available in all states nor does it apply to cash-advance items. On already discounted Dignity Memorial plans, consumer is entitled to the greater of the two discounts.

2. Benefit only offered in states with Dignity affiliated cemeteries. On already discounted Dignity Memorial plans, consumer is entitled to the greater of the two discounts.



American Legion Membership Information

In 1919, the United States Congress approved the charter of the American Legion as a patriotic veterans organization devoted to mutual helpfulness. Two years later, the Legion's efforts resulted in the creation of the U.S. Veterans Bureau, which later became the Veterans Administration.

The American Legion supports the dedicated men and women who choose to serve our country when they join the military. Some American Legion members have served stateside, while others served overseas during wartime, yet all served during periods defined by Congress as wartime service. The American Legion's motto is "Veterans Strengthening America," and they follow this motto by upholding and defending the United States Constitution, equal justice and opportunity for everyone and discrimination against no one.

When becoming a member, veterans, active-duty personnel and their families are entitled to:

- > Professional help in obtaining full medical, educational and insurance benefits from the Department of Veterans Affairs.
- > Assistance in preparing VA claims and getting accurate information concerning financial services.
- > Advocacy in Washington, DC, fighting for legislation that protects the benefits of all veterans and their families.
- > Family and community support by providing cash grants and volunteer aid during times of financial difficulty or natural disaster.
- > Career assistance by hosting job fairs and career events to help veterans and their families pursue their entrepreneurial dreams.
- > Homeless veteran outreach to offer temporary housing, mentoring and job training.
- > Assistance with helping active-duty military personnel and newly discharged veterans recover and adjust to lifestyle changes through the Operation Comfort Warriors program.
- > Benefits by state (contact your local post for more information).

Membership in the American Legion also gives you added savings and discounts benefits, including:

- > Discounted rates on hotels and motels, car rentals and moving expenses.
- > Discounts with preferred insurance and medical providers.

Proud Legionnaires are heavily involved with community activities ranging from hospital services, blood drives, mentorships, youth education and programs such as American Legion Baseball, Boys State/Girl State, Youth Cadets and several more. With nearly 12,000 local posts throughout America and abroad, and nearly 2 million members, they are always there for you, your family and community.

Information found on these pages can also be found online at www.Legion.org. To learn about membership eligibility and apply for the American Legion, visit www.Legion.org/JoinNow.



The true value of joining the American Legion can't be measured in dollars and cents. It is a unique way of being a part of something bigger than any individual.





Veterans of Foreign Wars

Membership Information

Originally founded in 1899 as the American Veterans of Foreign Service, the VFW continues to be a voice for veterans and currently deployed members of our Armed Forces and their families.



About the VFW

There are nearly 1.5 million members of the VFW and its auxiliaries in more than 6,092 VFW Posts around the world. It is at heart an organization dedicated to providing a place for all of those who have sacrificed in our nation's conflicts abroad. While the VFW is a national organization, it expresses this dedication through local posts and programs that support veterans, service members and their families.

VFW Mission

To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military and our communities. To advocate on behalf of all veterans.

Veteran Assistance & Advocacy

National Veterans Service: The VFW provides full-time support to veterans and their families. VFW Service Officers are professional, full-time advocates who are experts at helping veterans (members and non-members alike) with their Veterans Administration claims. They can be found at every VA medical center and can also be reached at 1-800-VFW-1899. VFW Service Officers help veterans claim billions of dollars annually in benefits and compensation from the VA.

National Legislative Services: The VFW works for veterans on Capitol Hill. The VFW Washington, DC office has a full-time staff to monitor, lobby and report on legislation that directly impacts the veteran community.

Help A Hero Scholarships: Developed in conjunction with Sport Clips, this program helps veterans and service members continue their education without incurring excessive student loan debt with awards of \$5,000.





VFW Unmet Needs Program: Helps service members and their families who face unexpected financial difficulties, often as a result of unexpected or extended deployments. Military families can apply for grants of up to \$1,500 to cope financially and get through tough times.

VFW Military Assistance Program: Works to give troops and military families the help they need during long deployments and when they return. The program sponsors morale-boosting sendoffs and homecomings for troops and their families.

Community Programs: Giving Back to Towns and Neighborhoods

The VFW promotes programs that help build local communities. Though it maintains a national presence, the VFW is a grassroots organization. VFW programs are geared toward developing tomorrow's leaders and recognizing those who are building that future today.

VFW gives over \$3.3 million annually in Voice of Democracy scholarships to high school students and Patriot's Pen awards and incentives to middle school students.

Community service takes many forms, from volunteering at local VA hospitals to volunteering in community clean-ups. VFW members volunteer 9 million hours annually in their communities. The VFW also offers recognition to leaders in the community. These awards go to teachers, police officers, firefighters and emergency response personnel who have distinguished themselves through their dedication and service.

Please see page 19 for the VFW membership application form or apply online at www.VFW.org/Join.



Veterans of Foreign Wars Eligibility Information

There are three qualifiers for membership in the VFW, as set out in our By-Laws. An individual must meet all three in order to become a member. They are as follows:

1. Citizenship – must be a U.S. citizen or U.S. National.
2. Honorable Service – must have served in the Armed Forces of the United States and either received a discharge of Honorable or General (Under Honorable Conditions) or be currently serving.
3. Service in a war, campaign or expedition on foreign soil or in hostile waters. This can be proven by any of the following:
 - > An authorized campaign medal (see next page for a list of qualifying medals and badges).
 - > Receipt of Hostile Fire Pay or Imminent Danger Pay (verified by a military pay statement).
 - > Service in Korea for 30 consecutive or 60 non-consecutive days.

This information is usually available through a veteran's DD 214. If other information is needed or if a veteran's DD 214 is not complete, they can contact the National Personnel Records Center at 314-801-0800 or online at **www.Archives.gov/Veterans/Evetrecs** to request more information.

It is imperative that we verify the eligibility of every member that signs up for the VFW, not only to comply with our By-Laws but also to maintain the integrity of the organization.





If a veteran's DD 214 or other military documentation confirms they have been awarded one of these campaign medals and they have served honorably, then they are eligible for membership in the Veterans of Foreign Wars.

- > China Service Medal
- > American Defense Service Medal
- > European-African-Middle Eastern Campaign Medal
- > American Campaign Medal
- > Asiatic-Pacific Campaign Medal
- > Army of Occupation Medal
- > Navy Occupation Service Medal
- > Korean Service Medal
- > Navy Expeditionary Medal
- > Marine Corps Expeditionary Medal
- > Vietnam Service Medal
- > Armed Forces Expeditionary Medal
- > Southwest Asia Service Medal
- > Kosovo Campaign Medal
- > Combat Infantryman Badge
- > Combat Medical Badge
- > Combat Action Ribbon
- > Air Force Combat Action Medal
- > Combat Action Badge
- > SSBN Deterrent Patrol Insignia
- > Korea Defense Service Medal
- > Global War On Terrorism Expeditionary Medal
- > Afghanistan Campaign Medal
- > Iraq Campaign Medal
- > Inherent Resolve Campaign Medal
- > Air Force Expeditionary Service Ribbon WITH GOLD BORDER
- > Korea Duty (Service in Korea for 30 consecutive or 60 non-consecutive days)
- > Hostile Fire Pay or Imminent Danger Pay

For any questions regarding VFW eligibility, please contact the Membership Department at Membership@VFW.org or by calling **1-888-JOIN-VFW (564-6839)** for assistance.

Section 3:
Veterans Forms





VFW Membership Mail-In Application

Please return completed application to:

VFW National Headquarters
Membership Department
406 W. 34th Street
Kansas City, MO 64111

☐ Yes! I want to join the VFW as a member-at-large and continue serving my country, my community and my fellow man.

PLEASE ENTER YOUR PERSONAL INFORMATION

Name:

Last First M.I.

Address:

Street City State Zip

E-mail:

Phone:

Birthdate:

Social Security #:

SERVICE INFORMATION

☐ Army

☐ Marine Corps

☐ Navy

☐ Air Force

☐ Coast Guard

Eligibility (choose all that apply)

☐ WWII

☐ Afghanistan

☐ Combat Action Ribbon

☐ SSBN Deterrent Patrol Insignia

☐ Korean War

☐ Iraq

☐ Expeditionary Medal

☐ Imminent Danger/

☐ Vietnam

☐ Korean Service (7/1/49 to present)

☐ Occupation Medal

Hostile Fire Pay

☐ Persian Gulf War

☐ Kosovo

☐ Inherent Resolve

☐ Other: _____

Dates of Service: _____ to _____

Service Location: _____

Name of Campaign Ribbon or Medal: _____

MEMBERSHIP TYPE (please select one)

☐ ANNUAL (\$45.00)

☐ Please bill me annually for my membership.

☐ I would like to enroll in the Automatic
Payment Plan.

☐ LIFE MEMBERSHIP (one-time)

☐ LIFE MEMBERSHIP (installment plan)

By entering into the Installment Plan, I authorize the VFW to automatically charge my account \$_____ to be paid in 11 monthly installment payments after my initial payment of \$45.00. Information about scheduling payments can be found by calling the VFW Member Service Center at 1.833.VFW.VETS.

LIFE MEMBERSHIP FEE SCHEDULE

AGE as of Dec. 31st

ONE-TIME PAYMENT

LIFE MEMBERSHIP INSTALLMENT PLAN

initial payment

11 payments of

THROUGH AGE 30

\$425.00

\$45.00

\$38.64

31-40

\$410.00

\$45.00

\$37.27

41-50

\$375.00

\$45.00

\$34.09

51-60

\$335.00

\$45.00

\$30.45

61-70

\$290.00

\$45.00

\$26.36

71-80

\$225.00

\$45.00

\$20.45

81 AND OVER

\$170.00

\$45.00

\$15.45

Automatic Payment Plan Terms and Conditions: You authorize the VFW to initiate electronic debit entries or affect a charge by any other commercially accepted practice to your account set forth above for the payment of dues reflected on this application. You understand such charges may be made within 2-3 business days of payment due date. For installment payments, charges will be made on or around the 1st or the 15th day of the month. This authorization will remain in full force until VFW has received notification from you of its termination or upon completion of the installment payments. Annual dues are subject to change. By completing this authorization, you acknowledge that you will only receive notice when the payment would differ by more than \$10.00 from the most recent payment. Contact VFW Member Services at 1.833.VFW.VETS (1.833.839.8387) or write VFW Member Services, 406 W. 34th St., Suite 316, Kansas City, MO 64111 to inquire about or cancel a payment, or to report problems such as bank closures, lost or stolen account numbers, closed accounts, or unauthorized transactions. Cancellation requests must be received no later than 11:59 p.m. Central Time ten business days prior to the scheduled payment date. If you are unaware of the charge date for your account, please contact VFW. If a payment is returned by your financial institution (e.g., due to insufficient funds, incorrect account information, closed account, etc.) the VFW will contact you at the address we have on file, explain why the payment could not be processed, and provide alternate payment options. The privilege of making payments under this agreement may be revoked by VFW if any item is not paid upon presentation. You may have additional rights and responsibilities under the Electronic Funds Transfer Act.

Life Membership Installment Plan Terms and Conditions: The VFW life membership installment plan allows any VFW member/applicant to purchase a life membership by making an initial payment of \$45.00 and (11) monthly payments. The member will be issued an annual membership card at the time of enrollment. A permanent life membership card will be issued upon the completion of payments. The life membership fee is determined from the schedule using the applicant's age on December 31 of the year in which the application is submitted. Delinquencies of 31-120 days can be corrected through make up payment(s) or plan end date pushed forward. Member will be dropped from the installment plan after 120 days delinquent and all monthly payments made to date will be applied to future years annual dues.

PAYMENT INFORMATION

☐ Check/Money Order

☐ Mastercard

☐ VISA

☐ Discover

☐ AMEX

Card Number: _____

Expiration Date: _____

Cardholder's Name: _____

Amount to be charged: \$

(if using Life Membership installment plan, amount is \$45.00)

VERIFICATION & SIGNATURE

I attest that by forwarding this application that I am a citizen or national of the United States of America and that I have confirmed my eligibility for membership in the Veterans of Foreign Wars of the United States. I further give authority to the Veterans of Foreign Wars of the United States to verify my eligibility for membership.

Signature of Applicant: _____

Date: _____

Mail form to: Membership Department, VFW National Headquarters, 406 W. 34th Street, Kansas City, MO 64111

Questions? Call (888) JOIN-VFW (888-564-6839) or email us at membership@vfw.org



VFW Membership Mail-In Application

Guide to Writing for Your Military Medals

To obtain initial issue or replacement medals, you must submit a written request. Complete this form and mail to the National Personnel Records Center, 1 Archives Drive, St. Louis, MO 63138.

IF YOU ARE REQUESTING MEDALS FOR YOURSELF, COMPLETE THIS SECTION.

Print the name of the veteran who earned the medals: _____

I request that I be issued all award emblems I am entitled to.

☐ Attached is a copy of my separation document (DD 214 or equivalent).

☐ In lieu of my separation document I am providing the following information:

Branch of service: ☐ Army ☐ Navy ☐ Air Force ☐ Marines ☐ Coast Guard

Approximate date of release from service: _____

My Social Security number is: _____

My service number was: _____

Date and place of birth: _____

Name: Last _____ First _____ M.I. _____

Mailing address: _____

Contact information: Phone _____ Email _____

Signature _____ Date _____

IF YOU ARE NEXT-OF-KIN REQUESTING MEDALS, COMPLETE THIS SECTION.

Your relationship to the veteran:

☐ Parent ☐ Spouse ☐ Son/daughter ☐ Other _____

Your contact information: Phone _____ Email _____

Your mailing address: _____

☐ Attached is a copy of the separation document (DD 214 or equivalent).

☐ In lieu of the separation document I am providing the following information:

Branch of service: ☐ Army ☐ Navy ☐ Air Force ☐ Marines ☐ Coast Guard

Approximate date of release from service: _____

Please complete the following information about the veteran:

Name: Last _____ First _____ M.I. _____

Social Security number: _____

Service number: _____

Date of death: _____

Date and place of birth: _____

Mailing address: _____

OTHER OPTIONS:

1) You may also complete Standard Form 180 and in Section II, check the box labeled "other" and state you request issuance of awards.

2) You may also request military medals online at www.Archives.gov.

Military Funeral Honors Information Sheet



This information confirms the telephone conversation on ____/____/____

between _____ and _____
Funeral Director's Name Military Contact Person's Name

SECTION I: FUNERAL HOME INFORMATION

Funeral Home Name Phone Number

Address City, State, Zip

SECTION II: MILITARY CONTACT INFORMATION

Branch Phone Number Fax

Address City, State, Zip

SECTION III: DECEASED INFORMATION (Obtained from discharge papers)

In accordance with the Department of Defense program "Honoring Those Who Served," please provide the appropriate military funeral honors ceremony on behalf of the following deceased veteran:

Name Date of Death

Branch of Service Social Security No. Service No. Grade or Rank

Date of Entry Date of Separation Phone

Address City, State, Zip

Military Status: (Check One) ☐ Veteran Retired ☐ Veteran ☐ Medal of Honor Recipient ☐ General Officer

Attached is a copy of (Check One) ☐ DD Form 214 (preferred) Certificate of Release or Discharge from Active Duty
or ☐ Other discharge document showing other than dishonorable service

SECTION IV: CEREMONY INFORMATION

Date of Ceremony Time to Report Report to Location Name Phone

Address City, State, Zip

Military Funeral Honors requested by: _____
Next of Kin - Signature Next of Kin - Print Name



PRESIDENTIAL MEMORIAL CERTIFICATE REQUEST FORM

RESPONDENT BURDEN: Public reporting burden for this collection of information is estimated to average three minutes per response, including the time to review instructions, search existing data sources, gather the necessary data, and complete and review the collection of information. The obligation to respond is voluntary and not required to obtain or retain benefits. Statutory authority for the Presidential Memorial Certificate (PMC) Program is 38 U.S.C. 112. The information requested is approved under OMB Control Number 2900-0567, and is necessary to allow eligible recipients (next of kin, other relatives or friends) to request PMC.

The National Cemetery Administration does not give, sell or transfer any personal information outside of the agency. The Department of Veterans Affairs (VA) may not conduct or sponsor, and you are not required to respond to this collection of information unless it displays a valid OMB Control Number. Responding to this collection is voluntary. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to VA Clearance Officer (005R1B), 810 Vermont Avenue NW, Washington, DC 20420. **SEND COMMENTS ONLY.** Please do not send applications for benefits to this address.

SECTION I - INSTRUCTIONS FOR COMPLETING VA FORM 40-0247, PRESIDENTIAL MEMORIAL CERTIFICATE REQUEST FORM

Military/Discharge Documents: VA recommends that you attach photocopies of readily available supporting documents so that we can make the determination quickly. Documents may include the most recent discharge document (DD Form 214) showing active duty service records other than for training purposes, or active duty for a minimum of 24 continuous months for enlisted Servicemembers after September 7, 1980; for officers, after October 16, 1981, or the full period for which the person was called to active duty. If you are unable to locate copies of military records, apply anyway, as VA will attempt to obtain records necessary to make a determination.

Name of Veteran: DO NOT include nicknames, military rank or civilian title(s).

Name and Mailing Address of Person Requesting Certificate: Provide the full name and complete mailing address to avoid delays in delivery.

We strongly recommend you complete this form online (<http://www.cem.va.gov/pmc.asp>) and print and sign before you submit your request.

Complete a new VA Form 40-0247 for each additional address where certificates will be mailed to.

Privacy Act Information: VA considers the responses you submit confidential (38 U.S.C. 5701). VA may only disclose this information outside the VA if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 175VA41A published in the Federal Register.

SECTION II - VETERAN/SERVICEMEMBER INFORMATION

1. NAME OF VETERAN (First, Middle, Last)		2. VETERAN SSN OR SERVICE NUMBER OR VA FILE NUMBER (Required)	
3. RACE OR ETHNICITY (You may select more than one. Information will be used for statistical purposes only.) <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK OR AFRICAN AMERICAN		<input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> NOT HISPANIC OR LATINO <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	4. SEX (Information will be used for statistical purposes only.) <input type="checkbox"/> WHITE <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
5. DATE OF BIRTH	6. DATE OF DEATH		

SECTION III - PERSON REQUESTING CERTIFICATE INFORMATION

7. NAME OF PERSON REQUESTING CERTIFICATE		8. MAILING ADDRESS OF PERSON REQUESTING CERTIFICATE	
9. HOME OR WORK TELEPHONE NUMBER (Include area code)			
10. REQUESTOR EMAIL ADDRESS		7. NUMBER OF CERTIFICATES REQUESTED	

SECTION IV - CERTIFICATION AND SIGNATURE

CERTIFICATION: I certify, to the best of my knowledge, that the decedent has never committed a serious crime, such as murder or other offense that could have resulted in imprisonment for life, has never been convicted of a serious crime, and has never been convicted of a sexual offense for which he or she was sentenced to a minimum of life imprisonment.

11. SIGNATURE OF PERSON REQUESTING CERTIFICATE (Required)

SECTION V - MAILING ADDRESS AND FAX NUMBER

PLEASE SEND ANY MILITARY DOCUMENTS AND SIGNED FORM TO:

Presidential Memorial Certificates (41B3)
National Cemetery Administration
5109 Russell Road
Quantico, VA 22134-3903

Or

Fax To: 1 (800) 455-7143

(The blocks below are for official use only)

9. CASE MANAGER NAME	10. PMC ID NUMBER	11. CASE MANAGER EMAIL
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History

This program was initiated in March 1962 by President John F. Kennedy and has been continued by all subsequent Presidents. Statutory authority for the program is Section 112, Title 38, of the United States Code.

Administration

The Department of Veterans Affairs (VA) administers the PMC program by preparing the certificates which bear the current President's signature expressing the country's grateful recognition of the veteran's service in the United States Armed Forces.

Eligibility

Eligible recipients include the next of kin and loved ones of honorably discharged deceased veterans. More than one certificate may be provided.

Application

Eligible recipients, or someone acting on their behalf, may apply for a PMC in person at any VA regional office or by U.S. mail or toll-free fax. Requests cannot be sent via email. Please be sure to enclose a copy of the Veteran's discharge and death certificate to verify eligibility, as we cannot process any request without proof of honorable military service. Please submit copies only, as we will not return original documents.

Check the Status

If you have already requested a PMC more than sixteen (16) weeks ago and have not received it yet, please call 1-202-565-4964 to find out the status of your request. Please do not send a second application unless we request you to do so. Veteran Service Officers and Funeral Homes: If you have questions about the status of a request please contact us at 1-202-565-4964. You may also send request for status by email to pmc@va.gov. Our application form (VA Form 40-0247) is shown above. Please save this form to your computer and make as many copies as you might need.

Instructions for Completing Application for Burial Benefits

Under 38 U.S.C., Chapter 23

IMPORTANT - READ THESE INSTRUCTIONS CAREFULLY

PRIVACY ACT INFORMATION: The responses you submit are considered confidential (38 U.S.C. 5701). They may be disclosed outside the Department of Veterans Affairs (VA) only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education and Vocational Rehabilitation and Employment Records - VA, published in the Federal Register. The requested information is considered relevant and necessary to determine maximum benefits under the law and is required to obtain benefits. Information submitted is subject to verification through computer matching programs with other agencies.

RESPONDENT BURDEN: We need this information to determine your eligibility to burial benefits. Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.reginfo.gov/public/do/PRAMain. If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.

1. GENERAL

a. ELIGIBILITY - NON-SERVICE-CONNECTED

- (1) **NON-SERVICE-CONNECTED BURIAL ALLOWANCE** - A one-time payment for a veteran who was receiving VA pension or disability compensation; would have been receiving disability compensation but for the receipt of military retired pay, or had an eligible pending claim at the time of death.
- (2) **SERVICE-CONNECTED BURIAL ALLOWANCE** - A one-time payment for a veteran who was rated totally disabled for a service-connected disability or disabilities; excluding individual unemployability, or who died of a service-connected disability.
- (3) **VA MEDICAL CENTER DEATH BURIAL ALLOWANCE** - A one-time payment for a veteran whose death was not service-connected and who died while hospitalized by VA.

b. **BURIAL ALLOWANCE** - A one-time benefit payment payable toward the expenses of the funeral and burial of the veteran's remains. Burial includes all legal methods of disposing of the veteran's remains including, but not limited to, cremation, burial at sea, and medical school donation.

c. **PLOT OR INTERMENT ALLOWANCE** - A one-time benefit payment payable toward:

- (1) Expenses incurred for the plot or interment if burial was not in a national cemetery or other cemetery under the jurisdiction of the United States; OR
- (2) Expenses payable to a State (or political subdivision of a State) if the veteran died from non-service-connected causes and was buried in a State-owned cemetery or section used solely for the remains of persons eligible for burial in a national cemetery.

"Plot" means the final disposition site of the remains, whether it is a grave, mausoleum vault, columbarium niche, or similar place.
"Interment" means the burial of casketed remains in the ground or the placement of cremated remains into a columbarium niche.

d. **TRANSPORTATION EXPENSES** - The cost of transporting the body to the place of burial may be paid in addition to the burial allowance when:

- (1) The veteran died of a service-connected disability or had a compensable service-connected disability and burial is in a national cemetery; OR
- (2) The veteran died while in a hospital, domiciliary or nursing home to which he/she had been properly admitted under authority of VA; OR
- (3) The veteran died en route while traveling under prior authorization of VA for the purpose of examination, treatment; OR
- (4) The veteran's remains are unclaimed and burial is in a national cemetery.

2. **WHO SHOULD FILE A CLAIM** - VA may grant a claim that any eligible person files. Upon death of the veteran, VA will pay the first living person to file a claim of those listed below:

- (1) The veteran's surviving spouse; OR
- (2) The survivor of a legal union* between the deceased veteran and the survivor; OR
- (3) The veteran's children, regardless of age; OR
- (4) The veteran's parents or the surviving parent; OR
- (5) The executor or administrator of the deceased veteran's estate, or person acting for the deceased veteran's estate.

*For purposes of this application, legal union means a formal relationship between the veteran and the survivor that existed on the date of the veteran's death, was recognized under the law of the State in which the couple formalized the relationship, and was evidenced by the State's issuance of documentation memorializing the relationship.

If the veterans remains are unclaimed, VA will pay the person or entity that provided burial services for the remains of an unclaimed veteran.

3. **TIME LIMIT FOR FILING A CLAIM** - A claim for non-service-connected burial allowance must be filed with VA within 2 years after the date of the veteran's permanent burial or cremation. If a veteran's discharge was corrected after death to "Under Conditions Other Than Dishonorable," the claim must be filed within 2 years after the date of correction. There is no time limit for the service-connected burial allowance, plot or interment allowance, VA hospitalization death burial allowance, or reimbursement of transportation expenses.

4. **COMPLETING CLAIM BY A FIRM OR STATE AGENCY** - The claim must be executed in the full name of the firm or State agency, and show the official position or connection of the individual who signs on its behalf.

5. **PROOF OF DEATH TO ACCOMPANY CLAIM** - Death in a government institution does not need to be proven. In other cases, the claimant must forward a copy of the public record of death. If proof has previously been furnished VA, it need not be submitted again.

6. **STATEMENT OF ACCOUNT MUST ACCOMPANY TRANSPORTATION CLAIMS** - If transported by common carrier, a receipt must accompany the claim. All receipts for transportation charges should show the name of the veteran, the name of the person who paid, and the amount of the charges. The itemized statement of account should show the charges made for transportation. Failure to itemize charges may result in delay or payment of a lesser amount.

7. **SERVICE RECORD** - The original or certified copy of the veteran's service separation document (DD214 or equivalent) which contains information as to the length, time, and character of service will permit prompt processing.

8. **TOLL-FREE TELEPHONE ASSISTANCE** - You can call us toll-free within the U.S. by dialing 1-800-827-1000. If you are located in the local dialing area of a VA regional office, you can also call us by checking your local telephone directory. For the hearing impaired, our TDD number is 711.

9. **WHERE DO I MAIL MY COMPLETED APPLICATION?** - You should mail your application to the VA regional office located in your state. You can obtain the mailing address for VA regional offices by accessing the VA Internet web site at www.va.gov/directory. The address is also located in the government pages of your telephone book under "United States Government, Veterans."

Department of Veterans Affairs	APPLICATION FOR BURIAL BENEFITS (Under 38 U.S.C. Chapter 23)		
IMPORTANT - Read instructions carefully before completing form. YOUR COMPLIANCE WITH ALL INSTRUCTIONS WILL AVOID DELAY. Type or print all information.	(DO NOT WRITE IN THIS SPACE) (VA DATE STAMP)		
NOTE: You can <i>either</i> complete the form online or by hand. Please print information using blue or black ink, neatly, and legibly to help process the form.			
SECTION I - PERSONAL INFORMATION			
1. VETERAN'S NAME (First, Middle Initial, Last) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
2. SOCIAL SECURITY NUMBER <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center;"> </div>	3. VA FILE NUMBER (If Applicable) <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		
SECTION II - CLAIMANT'S INFORMATION			
4. CLAIMANT'S NAME (First, middle initial, last) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
5. CURRENT MAILING ADDRESS (Number and street or rural route, P.O. Box, City, State, ZIP Code and Country) No. & Street <div style="border: 1px solid black; width: 100%; height: 20px;"></div> Apt./Unit Number <div style="border: 1px solid black; width: 100px; height: 20px;"></div> City <div style="border: 1px solid black; width: 150px; height: 20px;"></div> State/Province <div style="border: 1px solid black; width: 30px; height: 20px;"></div> Country <div style="border: 1px solid black; width: 30px; height: 20px;"></div> ZIP Code/Postal Code <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center;"> </div>			
6. TELEPHONE NUMBER (Include Area Code) <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center;"> </div> Enter International Phone Number (If applicable)	7. E-MAIL ADDRESS <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
8. RELATIONSHIP OF CLAIMANT TO DECEASED VETERAN (Check one) <div style="display: flex; justify-content: space-between;"> <div> <input type="radio"/> SPOUSE <input type="radio"/> CHILD </div> <div> <input type="radio"/> PARENT <input type="radio"/> OTHER (Specify) </div> <div> <input type="radio"/> EXECUTOR/ADMINISTRATOR OF ESTATE OR PERSON ACTING FOR THE ESTATE </div> </div>			
SECTION III - INFORMATION REGARDING VETERAN			
9A. DATE OF BIRTH Month <div style="border: 1px solid black; width: 20px; height: 20px;"></div> Day <div style="border: 1px solid black; width: 20px; height: 20px;"></div> Year <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	9B. PLACE OF BIRTH <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
10A. DATE OF DEATH Month <div style="border: 1px solid black; width: 20px; height: 20px;"></div> Day <div style="border: 1px solid black; width: 20px; height: 20px;"></div> Year <div style="border: 1px solid black; width: 20px; height: 20px;"></div>	10B. PLACE OF DEATH <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
10C. DATE OF BURIAL Month <div style="border: 1px solid black; width: 20px; height: 20px;"></div> Day <div style="border: 1px solid black; width: 20px; height: 20px;"></div> Year <div style="border: 1px solid black; width: 20px; height: 20px;"></div>			
SERVICE INFORMATION (The following information should be furnished for the periods of the VETERAN'S ACTIVE SERVICE)			
11A. ENTERED SERVICE	11B. SERVICE NUMBER	11C. SEPARATED FROM SERVICE	11D. GRADE, RANK OR RATING, ORGANIZATION AND BRANCH OF SERVICE
DATE (MMDDYYYY)	PLACE	DATE MMDDYYYY)	PLACE
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
12A. IF VETERAN SERVED UNDER NAME OTHER THAN THAT SHOWN IN ITEM 1, GIVE FULL NAME AND SERVICE RENDERED UNDER THAT NAME <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			12B. PROVIDE SERVICE RENDERED UNDER THE NAME IN ITEM 12A <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

GENERAL INFORMATION SHEET

CLAIM FOR STANDARD GOVERNMENT HEADSTONE OR MARKER

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. VA cannot conduct or sponsor a collection of information unless it has a valid OMB number. Your obligation to respond is voluntary, however, your response is required to obtain benefits. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the VA Clearance Officer (005R1B), 810 Vermont Avenue, NW, Washington, DC 20420. Please DO NOT send claims for benefits to this address.

PRIVACY ACT - VA considers the responses you submit confidential (38 U.S.C. 5701). VA may only disclose this information outside the VA if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 48VA40B, published in the Federal Register. VA considers the requested information relevant and necessary to determine maximum benefits under the law.

BENEFIT PROVIDED

a. BURIAL HEADSTONE OR MARKER

Only for Veterans who died on or after November 1, 1990 - Furnished for the grave of any eligible deceased Veteran and provided for placement in private and local government cemeteries regardless of whether or not the grave is marked with a privately-purchased headstone or marker.

Only for Veterans who died before November 1, 1990 - Furnished for the **UNMARKED GRAVE** of any eligible deceased Veteran. The applicant must certify that a privately-purchased headstone or marker or Government-furnished headstone or marker is not present on the grave.

b. MEMORIAL HEADSTONE OR MARKER - Furnished to commemorate an eligible deceased Veteran whose remains have not been recovered or identified, were buried at sea, donated to science, or cremated and the remains scattered. VA will only furnish a memorial headstone or marker after the disposition of the Veteran's remains. A memorial headstone or marker **must be placed in an established cemetery**, and will not be used as a memento. For a memorial headstone or marker please check box in block 34 and explain the disposition of the remains in block 33.

c. MEDALLION - Eligible deceased Veterans may receive a Government-furnished headstone or marker, or a medallion, but not both. *If requesting a medallion, please use VA Form 40-1330M, Claim for Government Medallion for Placement in a Private Cemetery.*

d. PRESIDENTIAL MEMORIAL CERTIFICATE - A Presidential Memorial Certificate (PMC) is an engraved paper certificate, signed by the current president, to honor the memory of Veterans discharged under other than dishonorable conditions. If the Veteran is eligible for a headstone, marker, or medallion, one PMC will automatically be provided unless otherwise specified. Additional PMCs may be requested by indicating how many in block 22 of this form.

WHO IS ELIGIBLE - Any deceased Veteran who was discharged under conditions other than dishonorable or any Servicemember of the Armed Forces of the United States who dies on active duty may be eligible. Please attach a copy of the deceased Veteran's discharge certificate (DD Form 214 or equivalent) or a copy of other official document(s) establishing qualifying military service. If you are unable to locate copies of military records, apply anyway, as VA will attempt to obtain records necessary to make an eligibility determination. **Do not send original documents;** they will not be returned. **Service after September 7, 1980, must be for a minimum of 24 months continuous active duty or be completed under special circumstances, e.g., death on active duty.** Persons who have only limited active duty service for training while in the National Guard or Reserves are not eligible unless there are special circumstances, e.g., death while on active duty, or as a result of training. Reservists and National Guard members who, at time of death, were entitled to retired pay, or would have been entitled, but for being under the age of 60, are eligible; please submit a copy of the Reserve Retirement Eligibility Benefits Letter with the claim. Reservists called to active duty other than training and National Guard members who are Federalized and who serve for the period called are eligible. Service prior to World War I requires detailed documentation, e.g., muster rolls, extracts from State files, military or State organization where served, pension or land warrant, etc.

WHO CAN APPLY - Federal regulation defines "applicant" for a **Burial Headstone or Marker** that will mark the gravesite or burial site of an eligible deceased individual as:

- (i) A decedent's family member, which includes the decedent's spouse or individual who was in a legal union as defined in 38 CFR 3.1702(b)(1)(ii) with the decedent; a child, parent, or sibling of the decedent, whether biological, adopted, or step relation; and any lineal or collateral descendant of the decedent;
- (ii) A personal representative, defined as a family member or other individual who has identified himself or herself as the person responsible for making decisions concerning the interment of the remains of or memorialization of a deceased individual;
- (iii) A representative of a Congressionally-chartered Veterans Service Organization;
- (iv) An individual employed by the relevant state, tribal organization, or local government whose official responsibilities include serving veterans and families of veterans, such as a state or county veterans service officer;
- (v) Any individual who is responsible, under the laws of the relevant state or locality, for the disposition of the unclaimed remains of the decedent or for other matters relating to the interment or memorialization of the decedent; or
- (vi) Any individual, if the dates of service of the veteran to be memorialized, or on whose service the eligibility of another individual for memorialization is based, ended prior to April 6, 1917.

Federal regulation defines "applicant" for a **Memorial Headstone or Marker** to commemorate an eligible individual as a member of the decedent's family, which includes the decedent's spouse or individual who was in a legal union as defined in 38 CFR 3.1702(b)(1)(ii) with the decedent; a child, parent, or sibling of the decedent, whether biological, adopted, or step relation; and any lineal or collateral descendant of the decedent.

HOW TO SUBMIT A CLAIM

FAX VA Form 40-1330 claims and supporting documents to **1-800-455-7143**.

IMPORTANT: If faxing more than one claim - fax each claim package (claim plus supporting documents) individually, i.e., disconnect the call and redial for each submission.

MAIL claims to: **Memorial Products Service (41B)**
Department of Veterans Affairs
5109 Russell Road
Quantico, VA 22134-3903

SIGNATURES REQUIRED - The applicant signs in block 23; the person agreeing to accept delivery (consignee) in block 28, and the cemetery or other responsible official in block 30. If there is no official on duty at the cemetery, the signature of the person responsible for the property listed in block 27 is required. Entries of "None," "Not Applicable," or "NA" will not be accepted. State Veterans' Cemeteries are not required to complete blocks 25, 26, 27, 28 or 29.

ASSISTANCE NEEDED - Should you have questions when filling out this form, you may contact our Applicant Assistance Unit toll free at: 1-800-697-6947, or via e-mail at meps.headstones@va.gov. If additional assistance is needed to complete this claim, contact the nearest VA Regional Office, national cemetery, or a local veterans' organization. No fee should be paid in connection with the preparation of this claim. Use block 33 for any clarification or other information you wish to provide.

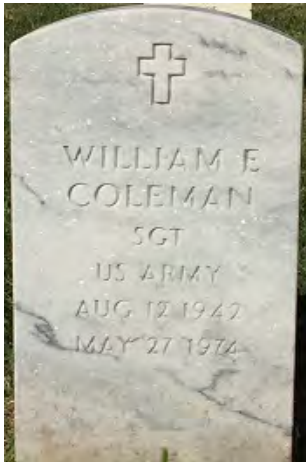
TRANSPORTATION AND DELIVERY OF MARKER - The headstone or marker is shipped without charge to the consignee designated in block 25 of the claim. The truck driver is required to bring the pallet or monument to the end of the trailer. The consignee must utilize their equipment to unload the pallet or monument from the truck. **Deliveries will not be made to a Post Office box.** You must provide the full delivery address and telephone number of the consignee. Please explain in block 33 if the consignee is not a business. For delivery to a Rural Route address, you must include a daytime telephone number including area code in block 26. If you fail to include the required address and telephone number, we will not deliver the marker. The Government is not responsible for costs to install or remove the headstone or marker in private cemeteries.

CAUTION - To avoid delays in the production and delivery of the headstone or marker, please check carefully to be sure you have accurately furnished all required information before faxing or mailing the claim. If inaccurate information is furnished, it may result in an incorrectly inscribed headstone or marker. Headstones and markers furnished remain the property of the United States Government and may not be used for any purpose other than to be placed at an eligible individual's grave or in a memorial section within a cemetery.

DETACH AND RETAIN THIS GENERAL INFORMATION SHEET FOR YOUR RECORDS.

ILLUSTRATIONS OF STANDARD GOVERNMENT HEADSTONES AND MARKERS

**UPRIGHT HEADSTONE
WHITE MARBLE (U) OR
LIGHT GRAY GRANITE (V)**



This headstone is 42 inches long, 13 inches wide and 4 inches thick. Weight is approximately 230 pounds. Variations may occur in stone color, and the marble may contain light to moderate veining.

BRONZE NICHE (Z)



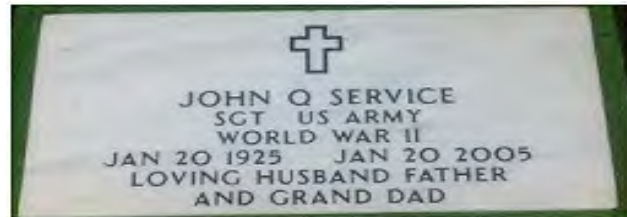
This niche marker is 8-1/2 inches long, 5-1/2 inches wide, with 7/16 inch rise. Weight is approximately 3 pounds; mounting bolts and washers are furnished with the marker. Used for columbarium or mausoleum interment. Also provided to supplement a privately-purchased headstone or marker for eligible Veterans who died on or after November 1, 1990 and are buried in a private cemetery.

**FLAT MARKERS
BRONZE (B)**



This grave marker is 24 inches long, 12 inches wide, with 3/4 inch rise. Weight is approximately 18 pounds. Anchor bolts, nuts and washers for fastening to a base are furnished with the marker. The base is not furnished by the Government.

LIGHT GRAY GRANITE (G) OR WHITE MARBLE (F)



This grave marker is 24 inches long, 12 inches wide, and 4 inches thick. Weight is approximately 130 pounds. Variations may occur in stone color; the marble may contain light to moderate veining.

SMALL FLAT GRANITE (L)



This grave marker is 18 inches long, 12 inches wide, and 3 inches thick. Weight is approximately 70 pounds. Variations may occur in stone color.

NOTE: Historic headstones (Prior to World War I) - In addition to the headstone and markers pictured, two special styles of upright headstones are available for those who served with Union Forces during the Civil War or for those who served in the Spanish-American War. Another style headstone is available for those who served with the Confederate States of America during the Civil War. Requests for these special styles should be made in block 33 of the claim. It is necessary to submit detailed documentation that supports eligibility. Inscriptions on these headstone types are intentionally limited to assure historic accuracy. For example, only rank above 'Private' was historically authorized; emblems of belief and the words 'Civil War' are not authorized.

INSCRIPTION INFORMATION

MANDATORY ITEMS - Information in English about the decedent (provided by an authorized applicant). Such items are: Legal Name, Branch of Service, Year of Birth, Year of Death, and for State Veterans and National Cemeteries only, the section and grave number. Branches of Service are: U.S. Army (USA), U.S. Navy (USN), U.S. Air Force (USAF), U.S. Marine Corps (USMC), U.S. Coast Guard (USCG), U.S. Army Air Forces (USAAF), and other parent organizations authorized for certain periods of time; and special units such as Women's Army Auxiliary Corps (WAAC), Women's Air Force Service Pilots (WASP), U.S. Public Health Service (USPHS), and National Oceanic & Atmospheric Administration (NOAA). Different examples of inscription formats are illustrated above. More than one branch of service is permitted, subject to space availability. The phrase "IN MEMORY OF" is a mandatory inscription on all memorial headstones and markers, as required under 38 CFR 38.630(c).

OPTIONAL ITEMS - Information in English about the decedent (provided by an authorized applicant). Optional items are in bold outlines, which includes month and day of birth in block 10A, month and day of death in block 10B, highest rank attained in block 12, awards in block 14, war service in block 16, and emblem of belief in block 17. War service includes active duty service during a recognized period of war and the individual does not have to serve in the actual place of war, e.g., Vietnam may be inscribed if the Veteran served during the Vietnam War period, even though the individual never served in the country. Supporting documentation must be included with the claim if you wish to include the highest rank and/or awards.

ADDITIONAL ITEMS - Information in English or non-English text about the decedent (provided by an authorized applicant), consisting only of characters of the Latin alphabet and/or numbers. Examples of additional items include appropriate terms of endearment, nicknames (in expressions such as "OUR BELOVED POPPY"), military or civilian credentials or accomplishments such as DOCTOR, REVEREND, etc., and special unit designations such as WOMEN'S ARMY CORPS, ARMY AIR CORPS, ARMY NURSE CORPS or SEABEES. All requests for additional inscription items must be stated in block 18, and are subject to VA approval. No graphics, emblems or pictures are permitted except authorized emblems of belief, the Medal of Honor, and the Southern Cross of Honor for Civil War Confederates.

INCOMPLETE OR INACCURATE INFORMATION ON THE CLAIM MAY RESULT IN ITS RETURN TO THE CLAIMANT, A DELAY IN RECEIPT OF THE HEADSTONE OR MARKER, OR AN INCORRECT INSCRIPTION.



**Department of Veterans Affairs
National Cemetery Administration
Memorial Products Service**

To: MEMORIAL PRODUCTS SERVICE (41B)

Fax Number: 1-800-455-7143

From:

Sender's Phone Number:

Fax Number:

Total No. of Pages (including cover sheet):

This optional fax cover sheet is provided for your convenience. This fax number is dedicated to the transmission of applications for headstones, markers, and medallions. If you prefer, you may mail your application and supporting documents to the address below:

**Memorial Products Service (41B)
Department of Veterans Affairs
5109 Russell Road
Quantico, VA 22134-3903**

- ☐ The 1-800-455-7143 fax line only accepts applications for Government Headstones, Markers, Medallions and Presidential Memorial Certificates. Applications for other Government Benefits will not be accepted.
- ☐ Include all supporting documents with this application (i.e., DD Form 214 or equivalent discharge document).
- ☐ **IMPORTANT:** If you are requesting a replacement headstone or marker due to an incorrect inscription, damage, or non-receipt, please explain in Block 33 Remarks.
- ☐ **To submit multiple application packages:** Fax one application package (application plus supporting documents) at a time. You must disconnect the call and redial between each application package. Faxing several applications without redialing between each one will delay the processing of your applications.

Department of Veterans Affairs		CLAIM FOR STANDARD GOVERNMENT HEADSTONE OR MARKER			
IMPORTANT: Please read the General Information Sheet before completing this form. Type or print clearly all information except for signatures. Illegible printing could result in an incorrect headstone or marker or delivery. Failure to complete each block may result in delayed processing. <i>Blocks outlined in bold are optional inscription items. PLEASE INCLUDE MILITARY DISCHARGE DOCUMENTS.</i>					
1. NAME OF DECEASED TO BE INSCRIBED ON HEADSTONE OR MARKER <i>(No Nicknames or titles permitted)</i> FIRST <i>(Or Initial)</i> _____ MIDDLE <i>(Or Initial)</i> _____ LAST _____			1. DID VA PREVIOUSLY DETERMINE ELIGIBILITY FOR BURIAL AT A VA NATIONAL CEMETERY? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE		2. TYPE OF REQUEST <input type="checkbox"/> INITIAL REQUEST <i>(First time)</i> <input type="checkbox"/> REPLACEMENT <i>(Specify reason in Block 33, Remarks)</i>
3. RACE OR ETHNICITY <i>(You may select more than one. Information will be used for statistical purposes only.)</i> <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> WHITE <input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> OTHER <i>(Specify)</i> _____			6. GENDER <i>(Information will be used for statistical purposes only.)</i> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
4. GRAVE IS: <input type="checkbox"/> CURRENTLY MARKED <i>(with privately purchased marker)</i> <input type="checkbox"/> NOT MARKED			7. AGE AT TIME OF DEATH _____		
VETERAN'S SERVICE AND IDENTIFYING INFORMATION <i>(Use numbers only, e.g., 05-15-1941)</i>					
8. VETERAN'S SOCIAL SECURITY NO. AND/OR SERVICE NO. SSN: _____ AND/OR SVC. NO.: _____			9. PLACE OF BIRTH <i>(City and State or Country)</i> _____		10A. DATE OF BIRTH MONTH _____ DAY _____ YEAR _____
10B. DATE OF DEATH MONTH _____ DAY _____ YEAR _____			11. PERIODS OF ACTIVE MILITARY DUTY <i>(For additional space use Block 33)</i>		
11A. DATE(S) ENTERED MONTH _____ DAY _____ YEAR _____		11B. DATE(S) SEPARATED MONTH _____ DAY _____ YEAR _____		12. HIGHEST RANK ATTAINED <i>(No pay grades)</i> _____	
13. BRANCH OF SERVICE <i>(Check applicable box(es) - must be consistent with rank in Box 12)</i> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE COAST GUARD <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AIR MARINE <input type="checkbox"/> MERCHANT FORCES <input type="checkbox"/> OTHER <i>(Specify)</i> _____			14. VALOR OR PURPLE HEART AWARD(S) <i>(Documentation must be provided)</i> MEDAL OF HONOR <input type="checkbox"/> DST SVC CROSS <input type="checkbox"/> SILVER STAR <input type="checkbox"/> DST FLYING CROSS <input type="checkbox"/> PURPLE HEART <input type="checkbox"/> AIR MEDAL <input type="checkbox"/> OTHER <i>(Specify)</i> _____		
15. TYPE OF HEADSTONE OR MARKER REQUESTED <i>(Check one)</i> FLAT BRONZE <input type="checkbox"/> B FLAT GRANITE <input type="checkbox"/> G UPRIGHT MARBLE <input type="checkbox"/> U FLAT MARBLE <input type="checkbox"/> F BRONZE NICHE <input type="checkbox"/> Z UPRIGHT GRANITE <input type="checkbox"/> V SMALL FLAT GRANITE <input type="checkbox"/> L			16. WAR SERVICE <i>(Check applicable box(es))</i> <input type="checkbox"/> WORLD WAR II <input type="checkbox"/> PERSIAN GULF <input type="checkbox"/> KOREA <input type="checkbox"/> AFGHANISTAN <input type="checkbox"/> VIETNAM <input type="checkbox"/> IRAQ <input type="checkbox"/> OTHER <i>(Specify)</i> _____		
17. EMBLEM OF BELIEF <i>(Optional)</i> EMBLEM NUMBER <i>(Specify)</i> _____ (See page 5 for available emblems) <input type="checkbox"/> NONE			18. ADDITIONAL INSCRIPTION/TERM OF ENDEARMENT <i>(Optional)</i> <i>(Space will vary according to type of marker)</i> _____		
19a. NAME AND MAILING ADDRESS OF APPLICANT <i>(No., Street, City, State, and ZIP Code)</i> _____			19b. DAYTIME OR CELL PHONE NO. OF APPLICANT <i>(Include Area Code)</i> _____		
19c. E-MAIL ADDRESS <i>(Optional)</i> _____			19d. FAX NO. <i>(Optional)</i> _____		
20. ARE YOU: <input type="checkbox"/> FAMILY MEMBER <i>(Specify relationship)</i> _____ <input type="checkbox"/> VETERANS SERVICE OFFICER <input type="checkbox"/> CEMETERY MANAGEMENT <i>(where the unclaimed remains are buried)</i> <input type="checkbox"/> PERSONAL REPRESENTATIVE <i>(Person responsible for decisions concerning burial of decedent; include written authorization)</i> <input type="checkbox"/> FUNERAL HOME MANAGEMENT <i>(that received the unclaimed remains)</i> <input type="checkbox"/> OTHER <i>(Specify)</i> _____					
21. I WOULD LIKE A PRESIDENTIAL MEMORIAL CERTIFICATE <input type="checkbox"/> YES <input type="checkbox"/> NO			22. IF "YES" HOW MANY? _____		
CERTIFICATION: By signing below I certify the headstone or marker will be installed in the cemetery listed in block 27 at no expense to the Government and all information entered on this form is true and correct to the best of my knowledge. I also certify, to the best of my knowledge, that the decedent has never committed a serious crime, such as murder or other offense that could have resulted in imprisonment for life, has never been convicted of a serious crime, and has never been convicted of a sexual offense for which he or she was sentenced to a minimum of life imprisonment.					
PENALTY: The law provides severe penalties, which include fine or imprisonment, or both, for the willful submission of any statement or evidence of a material fact, knowing it to be false or for the fraudulent acceptance of any benefit to which you are not entitled.					
23. SIGNATURE OF APPLICANT _____				24. DATE <i>(MM/DD/YYYY)</i> _____	
25. NAME AND DELIVERY ADDRESS OF BUSINESS (CONSIGNEE) THAT WILL ACCEPT PREPAID DELIVERY <i>(No., Street, City, State, and ZIP Code; P.O. BOX IS NOT ACCEPTABLE) MUST SIGN IN BLOCK 28</i> _____			26. DAYTIME OR CELL PHONE NO. OF CONSIGNEE <i>(Include Area Code)</i> _____		27. NAME AND ADDRESS OF CEMETERY OR FAMILY PLOT WHERE GRAVE IS LOCATED <i>(No., Street, City, State, and ZIP Code) MUST SIGN IN BLOCK 30</i> _____
CERTIFICATION: By signing below I agree to accept prepaid delivery of the headstone or marker.					
28. PRINTED NAME AND SIGNATURE OF PERSON REPRESENTING BUSINESS (CONSIGNEE) NAMED IN BLOCK 25 _____				29. DATE <i>(MM/DD/YYYY)</i> _____	
CERTIFICATION: By signing below I certify the type of headstone or marker checked in block 15 is permitted in the cemetery named in block 27.					
30. PRINTED NAME AND SIGNATURE OF CEMETERY OR OTHER RESPONSIBLE OFFICIAL _____			31. DAYTIME PHONE NO OF CEMETERY <i>(Include Area Code)</i> _____		32. DATE <i>(MM/DD/YYYY)</i> _____
33. REMARKS _____			34. CHECK BOX BELOW IF REMAINS ARE NOT BURIED AND EXPLAIN BELOW <i>(e.g., buried at sea, remains scattered, etc.)</i> <input type="checkbox"/> REMAINS NOT BURIED		35. SECTION/GRAVE NO. <i>(State Cemetery Only)</i> _____

GENERAL INFORMATION SHEET

CLAIM FOR GOVERNMENT MEDALLION FOR PLACEMENT IN A PRIVATE CEMETERY

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. VA cannot conduct or sponsor a collection of information unless it has a valid OMB number. Your obligation to respond is voluntary, however, your response is required to obtain benefits. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the VA Clearance Officer (005R1B), 810 Vermont Avenue, NW, Washington, DC 20420. Please DO NOT send applications for benefits to this address.

PRIVACY ACT - VA considers the responses you submit confidential (38 U.S.C. 5701). VA may only disclose this information outside the VA if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 48VA40B, published in the Federal Register. VA considers the requested information relevant and necessary to determine maximum benefits under the law.

BENEFIT PROVIDED - MEDALLION (Only for eligible deceased Veterans who served in the Armed Forces on or after April 6, 1917, regardless of their date of death)

Furnished upon receipt of claim for affixing to an existing privately-purchased headstone or marker placed at the gravesite of an eligible deceased Veteran who is buried in a private or local Government cemetery. The medallion is made of bronze and available in three sizes: Large, Medium, Small. Each medallion is inscribed with the word VETERAN across the top and the Branch of Service at the bottom (*see Note in Block 11 of the claim for further information*). An eligible deceased Veteran may receive a Government furnished headstone or marker, or a medallion, but not both. *If requesting a headstone or marker, please use the VA Form 40-1330, Claim for Standard Government Headstone or Marker.*

Shown below are the three medallions with the actual dimensions (+/- 1/32") for width and height.



Large Medallion
Dimensions: 6 3/8" W, 4 3/4" H, 1/2" D



Medium Medallion
Dimensions: 3 3/4" W, 2 7/8" H, 1/4" D



Small Medallion
Dimensions: 2" W, 1 1/2" H, 1/3" D

WHO IS ELIGIBLE - Any deceased Veteran discharged under honorable conditions, who served in the Armed Forces on or after April 6, 1917, and is buried in a private cemetery in a grave marked with a privately purchased headstone or marker. Any Servicemember of the Armed Forces of the United States who served on or after April 6, 1917, and died on active duty and is buried in a private cemetery in a grave marked with a privately purchased headstone or marker. Please attach a copy of the deceased Veteran's discharge certificate (DD Form 214 or equivalent) or a copy of other official document(s) establishing qualifying military service. If you are unable to locate copies of military records, apply anyway, as VA will attempt to obtain records necessary to make an eligibility determination. **Do not send original documents;** they will not be returned. **Service after September 7, 1980, must be for a minimum of 24 months continuous active duty or be completed under special circumstances, e.g., death on active duty.** Persons who have only limited active duty service for training while in the National Guard or Reserves are not eligible unless there are special circumstances, e.g., death while on active duty, or as a result of training. Reservists and National Guard members who, at time of death, were entitled to retired pay, or would have been entitled, but for being under the age of 60, are eligible; please submit a copy of the Reserve Retirement Eligibility Benefits Letter with the claim. Reservists called to active duty other than training and National Guard members who are Federalized and who serve for the period called are eligible.

WHO CAN APPLY - An "applicant" for a Medallion may be any of the following:

- (i) A decedent's family member, which includes the decedent's spouse or individual who was in a legal union as defined in 38 CFR 3.1702(b)(1)(ii) with the decedent; a child, parent, or sibling of the decedent, whether biological, adopted, or step relation; and any lineal or collateral descendant of the decedent;
- (ii) A personal representative, defined as a family member or other individual who has identified himself or herself as the person responsible for making decisions concerning the interment of the remains of or memorialization of a deceased individual;
- (iii) A representative of a Congressionally-chartered Veterans Service Organization;
- (iv) An individual employed by the relevant state, tribal organization, or local government whose official responsibilities include serving veterans and families of veterans, such as a state or county veterans service officer; or
- (v) Any individual who is responsible, under the laws of the relevant state or locality, for the disposition of the unclaimed remains of the decedent or for other matters relating to the interment or memorialization of the decedent.

PRESIDENTIAL MEMORIAL CERTIFICATE - A Presidential Memorial Certificate (PMC) is an engraved paper certificate, signed by the current sitting president, to honor the memory of Veterans discharged under other than dishonorable conditions. If the Veteran is eligible for a headstone, marker, or medallion, one PMC will automatically be provided unless otherwise specified. Additional PMCs may be requested by indicating how many in block 18 of this form.

HOW TO SUBMIT A CLAIM

FAX VA Form 40-1330M and supporting documents to: **1-800-455-7143.**

IMPORTANT: If faxing more than one claim - fax each claim package (*claim plus supporting documents*) individually (*disconnect the call and redial for each submission*).

MAIL claims to: **Memorial Products Service (41B)**
Department of Veterans Affairs
5109 Russell Road
Quantico, VA 22134-3903

A VA medallion may be furnished only upon receipt of a fully completed and signed claim with required supporting documentation.

SIGNATURES REQUIRED - The claimant signs in block 19; the cemetery or other responsible official in block 24. If there is no official on duty at the cemetery, the signature of the person responsible for the property listed in block 23 is required. Entries of "None," "Not Applicable," or "NA" will not be accepted.

ASSISTANCE NEEDED - If assistance is needed to complete this claim, you may contact our Applicant Assistance Unit toll free at: 1-800-697-6947, or via e-mail at mps.headstones@va.gov. If additional assistance is needed to complete this claim, contact the nearest VA Regional Office, national cemetery, or a local Veterans' organization. No fee should be paid in connection with the preparation of this claim. For more information regarding medallion eligibility, affixing procedures, and sizes, visit our website at www.cem.va.gov.

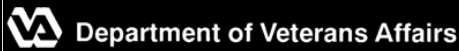
DELIVERY - The medallion is shipped without charge to the name/address designated in Block 21 of the claim. The Government is not responsible for costs associated with affixing the medallion to the privately purchased headstone or marker. Appropriate affixing adhesives, hardware and instructions are provided with the medallion.

CAUTION - *To avoid delays in the production and delivery of the medallion, please check carefully to be sure you have accurately furnished all required information and documents before faxing or mailing the claim. The Government is not responsible for costs associated with affixing the medallion to the privately purchased headstone or marker. Medallions furnished remain the property of the United States Government and may not be used for any purpose other than to be affixed to the privately purchased headstone or marker of an eligible deceased Veteran buried in a private or local Government cemetery.*

DETACH AND RETAIN THIS GENERAL INFORMATION SHEET FOR YOUR RECORDS.

VA FORM
DEC 2017 **40-1330M**

ALL PREVIOUS VERSIONS OF THIS FORM ARE OBSOLETE



CLAIM FOR GOVERNMENT MEDALLION FOR PLACEMENT IN A PRIVATE CEMETERY

IMPORTANT: Please read the General Information Sheet before completing this claim. Type or print clearly all information except for signatures. Illegible printing could result in incorrect delivery of the medallion. Failure to complete each block may result in delayed processing. PLEASE INCLUDE MILITARY DISCHARGE DOCUMENTS.						1. DID VA PREVIOUSLY DETERMINE ELIGIBILITY FOR BURIAL AT A VA NATIONAL CEMETERY? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE																													
2. NAME OF DECEASED VETERAN <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">FIRST (Or Initial)</td> <td style="width: 25%; border: none;">MIDDLE (Or Initial)</td> <td style="width: 25%; border: none;">LAST</td> <td style="width: 25%; border: none;">SUFFIX</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>						FIRST (Or Initial)	MIDDLE (Or Initial)	LAST	SUFFIX					3. THERE MUST BE A SET HEADSTONE, MAUSOLEUM, OR CRYPT IN PLACE TO AFFIX THE MEDALLION. IS THE GRAVE CURRENTLY MARKED? <input type="checkbox"/> YES <input type="checkbox"/> NO																					
FIRST (Or Initial)	MIDDLE (Or Initial)	LAST	SUFFIX																																
4. RACE OR ETHNICITY (You may select more than one. Information will be used for statistical purposes only.) <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> WHITE <input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> OTHER (Specify) _____						5. GENDER (Information will be used for statistical purposes only.) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			6. AGE AT TIME OF DEATH																										
VETERAN'S SERVICE AND IDENTIFYING INFORMATION (Use numbers only, e.g., 05-15-1941)																																			
7. VETERAN'S SOCIAL SECURITY NO. OR SERVICE NO. SSN: _____ SVC. NO.: _____						8. PLACE OF BIRTH (City and State or Country)																													
PERIODS OF ACTIVE MILITARY DUTY																																			
9A. DATE OF BIRTH <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">MONTH</td> <td style="width: 33%; border: none;">DAY</td> <td style="width: 33%; border: none;">YEAR</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>			MONTH	DAY	YEAR				9B. DATE OF DEATH <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">MONTH</td> <td style="width: 33%; border: none;">DAY</td> <td style="width: 33%; border: none;">YEAR</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>			MONTH	DAY	YEAR				10A. DATE(S) ENTERED <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">MONTH</td> <td style="width: 33%; border: none;">DAY</td> <td style="width: 33%; border: none;">YEAR</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>			MONTH	DAY	YEAR				10B. DATE(S) SEPARATED <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">MONTH</td> <td style="width: 33%; border: none;">DAY</td> <td style="width: 33%; border: none;">YEAR</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>			MONTH	DAY	YEAR			
MONTH	DAY	YEAR																																	
MONTH	DAY	YEAR																																	
MONTH	DAY	YEAR																																	
MONTH	DAY	YEAR																																	
11. BRANCH OF SERVICE (BOS) (Check applicable box(es)) NOTE: If one BOS is selected, it will be spelled out on the medallion, i.e. U.S. ARMY, U.S. AIR FORCE, etc. If more than one BOS is selected, they will be abbreviated on the medallion, i.e. USA, USAF, USN, USMC, USCG, etc. <input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> MERCHANT MARINE <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> ARMY AIR FORCES (WW II) <input type="checkbox"/> OTHER (USAAC, WAAC, etc.) (Specify) _____																																			
12. MEDALLION SIZE REQUESTED (Check one) (Refer to general information sheet for exact sizes) <input type="checkbox"/> LARGE (M5) <input type="checkbox"/> MEDIUM (M3) <input type="checkbox"/> SMALL (M1)																																			
13. ARE YOU: <input type="checkbox"/> FAMILY MEMBER (Specify relationship) _____ <input type="checkbox"/> VETERANS SERVICE OFFICER <input type="checkbox"/> CEMETERY MANAGEMENT (where the unclaimed remains are buried) <input type="checkbox"/> PERSONAL REPRESENTATIVE (Person responsible for decisions concerning burial of decedent; include written authorization) <input type="checkbox"/> FUNERAL HOME MANAGEMENT (that received the unclaimed remains)																																			
14. NAME AND MAILING ADDRESS OF CLAIMANT (No., Street, City, State, and ZIP Code)						15. DAYTIME PHONE NO. OF CLAIMANT			16. E-MAIL ADDRESS (Optional)																										
17. I WOULD LIKE A PRESIDENTIAL MEMORIAL CERTIFICATE? <input type="checkbox"/> YES <input type="checkbox"/> NO						18. IF "YES" HOW MANY?																													
CERTIFICATION: By signing below I certify the medallion will be affixed to a privately purchased headstone or marker in the cemetery listed in Block 23 at no expense to the Government, and that I (or the party listed in Block 21) have agreed to accept delivery, and all information entered on this claim is true and correct to the best of my knowledge. I also certify, to the best of my knowledge, that the decedent has never committed a serious crime, such as murder or other offense that could have resulted in imprisonment for life, has never been convicted of a serious crime, and has never been convicted of a sexual offense for which he or she was sentenced to a minimum of life imprisonment.																																			
PENALTY: The law provides severe penalties, which include fine or imprisonment, or both, for the willful submission of any statement or evidence of a material fact, knowing it to be false or for the fraudulent acceptance of any benefit to which you are not entitled.																																			
19. SIGNATURE OF CLAIMANT						20. DATE (MM/DD/YYYY)																													
21. NAME AND DELIVERY ADDRESS FOR MEDALLION (No., Street, City, State, and ZIP Code); (If same as applicant, please enter SAME)						22. DAYTIME PHONE NO. (Include Area Code)			23. NAME AND ADDRESS OF CEMETERY WHERE PRIVATELY PURCHASED HEADSTONE IS IN PLACE OR A MAUSOLEUM, OR CRYPT TO AFFIX THE MEDALLION MARKER OF THE DECEASED VETERAN IS LOCATED (No., Street, City, State, and ZIP Code)																										
CERTIFICATION: By signing below I certify the size medallion indicated above is permitted in the cemetery.																																			
24. SIGNATURE OF CEMETERY OFFICIAL						25. DATE (MM/DD/YYYY)																													

Instructions and Information Sheet for SF 180

Request Pertaining to Military Record

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available". Include as much of the requested information as you can. Incomplete information may delay response time. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next-of-kin using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>.

2. Personnel Records/Military Human Resource Records/Official Military Personnel File (OMPF) and Medical Records/Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service **LESS THAN 62 YEARS AGO** and medical records are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STRs of persons on active duty are generally kept at the local servicing clinic. After the last day of active duty, STRs should be requested from the appropriate address on page 2 of the SF 180. (See item 3, Archival Records, if the military member was discharged, retired or died in service more than 62 years ago.)

a. Release of information: Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations, the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. The authorization signature of the service member or the member's legal guardian is needed in Section III of the SF180. Others requesting information from military personnel records and/or STRs must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, the surviving next-of-kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next-of-kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters **MUST provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death, funeral director's signed statement of death, or verdict of coroner's jury.**

b. Fees for records: There is no charge for most services provided to service members or next-of-kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances, service fees cannot be determined in advance. If your request involves a service fee, you will receive an invoice with your records.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service **62 OR MORE YEARS AGO** have been transferred to the legal custody of NARA and are referred to as "archival records".

a. Release of Information: Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next-of-kin is not required. In order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and may preclude the release of some information.

b. Fees for Archival Records: Access to archival records are granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). If a fee applies to the photocopies of documents in the requested record, you will receive an invoice. Photocopies will be sent after payment is made. For more information see <http://www.archives.gov/st-louis/archival-programs/military-personnel-archival/ompf-archival-requests.html>.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester. If the designated address is NOT registered to the addressee by the U.S. Postal Service (USPS), provide BOTH the addressee's name AND "in care of" (c/o) the name of the person to whom the address is registered on the NAME line in Section III, item 3, on page 1 of the SF 180. The COMPLETE address must be provided, INCLUDING any apartment/suite/unit/lot/space/etc. number.

5. Definitions and abbreviations. DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health, and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (ISSD), 8601 Adelphi Road, College Park, MD 20740-6001. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.** SEND COMPLETED FORMS TO THE APPROPRIATE ADDRESS LISTED ON PAGE 2 OF THE SF 180.

Facts About the Fire at the National Personnel Records Center's Military Personnel Records Facility

1. RECORD BLOCKS AFFECTED BY THE FIRE.

The July 12, 1973 fire at NPRC destroyed about 80% of the records for Army personnel discharged between November 1, 1912 and January 1, 1960 and about 75% of the records for Air Force personnel with surnames from Hubbard through "Z" discharged between September 25, 1947 and January 1, 1964.

2. A LISTING OF THE RECORDS LOST IN THE FIRE DOES NOT EXIST.

When a record cannot be located in the NPRC's files at the present time, and it would have been in the area most affected by fire damage on July 12, 1973, Center employees often cannot determine for certain if it was burned because:

- 1) There were no indices to the blocks of records involved. The records were merely filed in Alphabetical order within each major block.

World War I	November 1, 1912 to September 7, 1939
World War II	September 8, 1939 to December 21, 1946
Post World War II	(Army) January 1, 1947 to December 31, 1959 (Air Force) September 25, 1947 to December 31, 1963

- 2) Millions of records (especially medical records) had been withdrawn from all three Blocks and lent to the Department of Veterans Affairs prior to the fire.

3. ALTERNATE SOURCES OF MILITARY SERVICE DATA.

In the event a veteran has no records in his/her possession, the essential military service data is usually available in alternate sources. The Department of Veterans Affairs, for example, maintains records on veterans whose military records were affected by the fire, if the veteran or his/her family filed a claim prior to July 1973. Other sources of service information include various kinds of "organizational" records such as morning reports, payrolls and military orders at this Center. There is also a great deal of information available in records of the State Adjutant General and other state "veterans service" offices. By using the alternate sources of information which are available at this Center and elsewhere, NPRC employees can often reconstruct the veteran's beginning and ending dates of active service, the character of the service, rank while in service, times lost while on active duty and periods of hospitalization. For individuals with records still among Department of Defense holdings at NPRC, we can prepare and issue NA Form 13038, Certification of Military Service. That form is the equivalent of DD Form 214, Report of Separation from Active Duty and may be presented in conjunction with applications for veteran's benefits.

4. DATA NECESSARY TO START THE RECONSTRUCTION PROCESS.

Of course, the key to reconstructing military data successfully is to get enough specific information to search the available alternate sources. The information helpful to that process is:

- 1) Full name used during Service
- 2) Branch of Service
- 3) Approximate dates of service
- 4) Service number
- 5) Place of discharge
- 6) Last unit of assignment
- 7) Place of entry into service

NATIONAL PERSONNEL RECORDS CENTER
1 Archives Drive
St. Louis, MO 63138-1002
Customer Service: (314) 801-0800
FAX: (314) 801-9195

www.archives.gov/

General Questions: cpr.center@nara.gov

REQUEST PERTAINING TO MILITARY RECORDS

Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>
To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. PLEASE PRINT LEGIBLY OR TYPE BELOW.

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much information as possible.)

1. NAME USED DURING SERVICE (last, first, full middle)	2. SOCIAL SECURITY #	3. DATE OF BIRTH	4. PLACE OF BIRTH			
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that ALL service be shown below.)						
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE	-			<input type="checkbox"/>	<input type="checkbox"/>	
b. RESERVE	-			<input type="checkbox"/>	<input type="checkbox"/>	
c. STATE NATIONAL GUARD	-			<input type="checkbox"/>	<input type="checkbox"/>	
6. IS THIS PERSON DECEASED? <input type="checkbox"/> NO <input type="checkbox"/> YES - <i>MUST</i> provide Date of Death if veteran is deceased: _____						
7. DID THIS PERSON <u>RETIRE</u> FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES						

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU ARE REQUESTING:

☐ **DD Form 214 or equivalent.** Year(s) in which form(s) issued to veteran: _____
This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next-of-kin, or other persons or organizations, if authorized in Section III, below. **An UNDELETED DD214 is ordinarily required to determine eligibility for benefits.** If you request a DELETED copy, the following items will be blacked out: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and, for separations after June 30, 1979, character of separation and dates of time lost.
An UNDELETED copy will be sent UNLESS YOU SPECIFY A DELETED COPY by checking this box: ☐ I want a **DELETED** copy.

☐ **Medical Records** Includes Service Treatment Records, Health (outpatient) and Dental Records. *IF HOSPITALIZED (inpatient) the FACILITY NAME and DATE (month and year) for EACH admission MUST be provided:* _____

☐ **Other** (Specify): _____

2. **PURPOSE:** (Providing information about the purpose of the request is **strictly voluntary**; however, it may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.)

☐ Benefits (explain) ☐ Employment ☐ VA Loan Programs ☐ Medical ☐ Genealogy ☐ Correction ☐ Personal ☐ Other (explain)

Explain here: _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER NAME: _____	
2. <input type="checkbox"/> I am the MILITARY SERVICE MEMBER OR VETERAN identified in Section I, above.	<input type="checkbox"/> I am the VETERAN'S LEGAL GUARDIAN (<i>MUST submit copy of Court Appointment</i>) or AUTHORIZED REPRESENTATIVE (<i>MUST submit copy of Authorization Letter or Power of Attorney</i>)
<input type="checkbox"/> I am the DECEASED VETERAN'S NEXT-OF-KIN (<i>MUST submit Proof of Death. See item 2a on instruction sheet.</i>)	<input type="checkbox"/> OTHER
- (Relationship to deceased veteran)	_____ (Specify type of Other)
3. SEND INFORMATION/DOCUMENTS TO: (Please print or type. See item 4 on accompanying instructions.)	
Name _____	
Street _____	Apt. _____
City _____	State _____ Zip Code _____

4. **AUTHORIZATION SIGNATURE:** I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct and that I authorize the release of the requested information. (See items 2a or 3a on accompanying instruction sheet. Without the Authorization Signature of the veteran, next-of-kin of deceased veteran, veteran's legal guardian, authorized government agent, or other authorized representative, only limited information can be released unless the request is archival. No signature is required if the request is for archival records.)

* This form is available at <http://www.archives.gov/veterans/military-service-records/standard-form-180.html> on the National Archives and Records Administration (NARA) web site. *

Signature Required - Do not print

Date

Daytime phone

Fax Number


Email address

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	Personnel Record	Medical or Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired 10/1/2004 – 12/31/2013	1	11
	Discharged, deceased, or retired on or after 1/1/2014	1	13
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, IRR, Retired Reserve in non-pay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	2	13
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired 4/1/1998 – 9/30/2006	14	11
	Discharged, deceased, or retired 10/1/2006 – 9/30/2013	3	11
	Discharged, deceased, or retired on or after 10/1/2013	3	14
	Active, Reserve, Individual Ready Reserve or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1895	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired 1/1/1999 – 12/31/2013	4	11
	Discharged, deceased, or retired on or after 1/1/2014	4	8
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	
	Discharged, deceased, or retired 10/16/1992 – 9/30/2002	14	11
	Discharged, deceased, or retired (including TDRL) 10/1/2002 – 12/31/2013	7	11
	Discharged, deceased, or retired (including TDRL) on or after 1/1/2014	7	9
	Current Soldier (Active, Reserve (including Individual Ready Reserve) or National Guard)	7	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired 1/1/1995 – 12/31/2013	10	11
	Discharged, deceased, or retired on or after 1/1/2014	10	8
	Active, Reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS and SELF-SERVICE WEBSITES (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Research Services (RDT1R) 700 Pennsylvania Avenue NW Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center ATTN: Release of Information P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center Records Management Branch (DPTSC) 18420 E. Silver Creek Avenue Building 390 MS 68 Buckley AFB, CO 80011	7	US Army Human Resources Command's web page: https://www.hrc.army.mil/TAGD/Accessing%20or%20Requesting%20Your%20Official%20Military%20Personnel%20File%20Documents or 1-888-ARMYHRC (1-888-276-9472)	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, Personnel Service Center (BOPS-C-MR) MS7200 US Coast Guard 2703 Martin Luther King Jr Ave SE Washington, DC 20593-7200 MR_CustomerService@uscg.mil	8	Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Boulevard, Building 103 St. Louis, MO 63120	13	AF STR Processing Center ATTN: Release of Information 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217
4	Headquarters U.S. Marine Corps Manpower Management Records & Performance (MMRP-10) 2008 Elliot Road Quantico, VA 22134-5030	9	AMEDD Record Processing Center 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217	14	National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138-1002 eVetRecs: http://www.archives.gov/veterans/military-service-records/
5	Marine Forces Reserve 2000 Opelousas Avenue New Orleans, LA 70146-5400	10	Navy Personnel Command (PERS-313) 5720 Integrity Drive Millington, TN 38055-3120		

 Department of Veterans Affairs	APPLICATION FOR UNITED STATES FLAG FOR BURIAL PURPOSES
<p>PRIVACY ACT NOTICE: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses (i.e., civil or criminal law enforcement, congressional communications, epidemiological or research studies, the collection of money owed to the United States, litigation in which the United States is a party or has an interest, the administration of VA programs and delivery of VA benefits, verification of identity and status, and personnel administration) as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, and Vocational Rehabilitation and Employment Records - VA, published in the Federal Register. Your obligation to respond is required to obtain or retain benefits. Giving us the veteran's SSN account information is voluntary. Refusal to provide the veteran's SSN by itself will not result in the denial of benefits. VA will not deny an individual benefits for refusing to provide his or her SSN unless the disclosure of the SSN is required by a Federal Statute of law in effect prior to January 1, 1975, and still in effect. The requested information is considered relevant and necessary to determine entitlement to benefits under the law. The responses you submit are considered confidential (38 U.S.C. 5701). Information submitted is subject to verification through computer matching programs with other agencies.</p> <p>RESPONDENT BURDEN: We need this information to determine eligibility for issuance of a burial flag to a family member or friend of a deceased veteran (38 U.S.C. 2301). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.reginfo.gov/public/do/PRAMain. If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.</p>	
<p>IMPORTANT - Postmaster or other issuing official: Submit this form to the nearest VA regional office.</p>	
<p>INFORMATION ABOUT THE DECEASED VETERAN <i>(Complete as much as possible)</i> <i>(Information provided is considered essential when applying for other VA benefits.)</i></p>	
1. FIRST, MIDDLE, LAST NAME OF VETERAN <i>(Print or type)</i>	2. MAIDEN NAME OR OTHER NAME(S) VETERAN USED WHILE ON ACTIVE DUTY <i>(Print or type)</i>
3. VA FILE NUMBER	4. SOCIAL SECURITY NUMBER
5. MILITARY SERVICE NUMBER/SERIAL NUMBER	
6. BRANCH OF SERVICE <i>(Check box)</i> <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> SPACE FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> SELECTED SERVICE <input type="checkbox"/> OTHER <i>(Specify)</i>	
7. DATE ENTERED ACTIVE DUTY <i>(or Selected Reserve)</i>	8. DATE RELEASED FROM ACTIVE DUTY <i>(or Selected Reserve)</i>
9. DATE OF BIRTH	10. DATE OF DEATH
11. DATE OF BURIAL	12. PLACE OF BURIAL <i>(Name of cemetery, city, and State)</i>
13. HAS DOCUMENTATION BEEN PRESENTED OR ATTACHED THAT SHOWS THE VETERAN MEETS THE ELIGIBILITY CRITERIA? <i>(See Paragraphs C, D, and E of the "Instructions")</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If "No," explain in Item 15, "Remarks" (See paragraph E of the "Instructions"))</i>	
<p>INFORMATION ABOUT THE FLAG RECIPIENT AND APPLICANT</p>	
14A. NAME OF PERSON ENTITLED TO RECEIVE FLAG	14B. RELATIONSHIP OF DECEASED VETERAN <i>(See Paragraph F of the "Instructions")</i>
14C. ADDRESS OF PERSON ENTITLED TO RECEIVE FLAG <i>(Number and street or rural route, city or P.O., State and ZIP Code)</i>	
14D. TELEPHONE NUMBER	
15. REMARKS	
<p>I CERTIFY that the statements made in this document are true and complete to the best of my knowledge. I further certify that the deceased veteran is eligible, in accordance with the attached instructions, for issue of a United States flag for burial purposes, and such flag has not been previously applied for or furnished.</p>	
16. SIGNATURE OF APPLICANT <i>(Sign in INK)</i>	17. ADDRESS OF APPLICANT <i>(Number and street or rural route, city or P.O., and ZIP Code)</i>
18. RELATIONSHIP TO DECEASED VETERAN	
19. DATE SIGNED	
<p>PENALTY - The law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by a fine, imprisonment, or both.</p>	
<p>ACKNOWLEDGMENT OF RECEIPT OF FLAG (ONLY ONE FLAG MAY BE ISSUED FOR EACH DECEASED VETERAN)</p>	
20. SIGNATURE OF PERSON RECEIVING FLAG <i>(Sign in INK)</i>	21. DATE FLAG ISSUED
<p>The completed VA Form 27-2008 will be forwarded within 3 business days to: Memorial Programs Service (41A1) Department of Veterans Affairs 5109 Russell Road Quantico, VA 22134-3903</p>	

INSTRUCTIONS

A. How can I contact VA if I have questions?

If you have questions about this form, how to fill it out, or about benefits, contact your nearest VA regional office. You can locate the address of the nearest regional office in your telephone book blue pages under "United States Government, Veterans" or call 1-800-827-1000 (Hearing Impaired TDD relay line is 711). You may also contact VA by Internet at <https://iris.custhelp.va.gov/>.

B. How do I apply for a burial flag?

Complete VA Form 27-2008, and submit it to a funeral director or a representative of the veteran or other organization having charge of the funeral arrangements or acting in the interest of the veteran. You may get a flag at any VA regional office or U.S. Post Office. When burial is in a national, State or military post cemetery, a burial flag will be provided.

C. Who is eligible for a burial flag?

Generally, veterans with an other than dishonorable discharge. **Note:** This includes veterans who served in the Philippine military forces while such forces were in the service of the U.S. armed forces under the President's Order of July 26, 1941 and died on or after April 25, 1951, and veterans who served in the Philippine military services are eligible for burial in a national cemetery.

Veterans who were entitled to retired pay for service in the reserves, or would have been entitled to such pay but not for being under 60 years of age.

Members or former members of the Selected Reserve (Army, Air Force, Coast Guard, Marine Corps, or Naval Reserve; Air National Guard; or Army National Guard) who served at least one enlistment or, in the case of an officer, the period of initial obligation, or were discharged for disability incurred or aggravated in line of duty, or died while a member of the Selected Reserve.

D. Who is not eligible for a burial flag?

Veterans who received a dishonorable discharge.

- Members of the Selected Reserve whose last discharge from service was under conditions less favorable than honorable.
- Peacetime veterans who were discharged before June 27, 1950 and did not serve at least one complete enlistment or incur or aggravate a disability in the line of duty.
- Veterans who were convicted of a Federal capital crime and sentenced to death or life imprisonment, or were convicted of a State capital crime and sentenced to death or life imprisonment without parole, or were found to have committed a Federal or State capital crime but were not convicted by reason of not being available for trial due to death or flight to avoid prosecution.
- Discharged or rejected draftees, or members of the National Guard, who reported to camp in answer to the President's call for World War I service but who, when medically examined, were not finally accepted for military service.
- Persons who were discharged from World War I service prior to November 12, 1918, on their own application or solicitation by reason of being an alien, or any veterans discharged for alienage during a period of hostilities.

D. Who is not eligible for a burial flag? (Continued)

- Persons who served with any of the forces allied with the United States in any war, even though United States citizens, if they did not serve with the United States armed forces.
- Persons inducted for training and service who, before entering such training and service were transferred to the Enlisted Reserve Corps and given a furlough.
- Former temporary members of the United States Coast Guard Reserve.

E. What documentation is required in order to receive a burial flag?

Provide a copy of the veteran's discharge documents that shows service dates and the character of service, such as DD Form 214, or verification of service from the veteran's service department or VA. Various information requested, is considered essential to the proper processing of the application. Ensure these areas are completed as fully as possible. **Note:** If the claimant is unable to provide documentary proof, a flag may be issued when a statement is made by a person of established character and reputation that he/she personally knows the deceased to have been a veteran who meets the eligibility criteria.

F. Who is eligible to receive a burial flag?

Only one flag may be issued for each deceased veteran. Generally, the flag is given to the next-of-kin as a keepsake after its use during the funeral service. The flag is given to the following person(s) in the order of precedence listed:

- surviving spouse
- children, according to age
- parents, including adoptive, stepparents, and foster parents
- brothers or sisters, including brothers or sisters of half blood
- uncles or aunts
- nephews or nieces
- others, such as cousins or grandparents

Note: When there is no next-of-kin, VA will furnish the flag to a friend making a request for it. If there is no living relative or one cannot be located, and no friend requests the flag, it must be returned to the nearest VA facility.

Note: The flag cannot be replaced if it is lost, destroyed, or stolen. Additionally, a flag may not be issued after burial unless it was impossible to obtain a flag in time to drape the casket or accompany the urn before burial. If the next-of-kin or friend is requesting the flag after the veteran's burial, he or she must personally sign the application and explain in Item 15 "Remarks" the reason that prevented timely application for a burial flag.

<div style="display: inline-block; vertical-align: middle; text-align: left;"> U.S. Department of Veterans Affairs </div>		APPLICATION FOR PRE-NEED DETERMINATION OF ELIGIBILITY FOR BURIAL IN A VA NATIONAL CEMETERY	
NOTE: Please read information on reverse before completing this form. If additional space is required, attach a separate sheet of paper.		Submit Application and Supporting Documentation to VA by: Mail: to National Cemetery Scheduling Office, P.O. Box 510543, St. Louis, MO 63151; or Fax: to the National Cemetery Scheduling Office at (855) 840-8299	
IMPORTANT: Pre-Need means before death. Only complete this form if you are applying for a Pre-Need determination of eligibility for burial in a VA national cemetery. <u>Time of Need</u> means time of death. DO NOT complete this form if the individual is already deceased; instead, contact a local funeral home or the National Cemetery Scheduling Office at 1-800-535-1117 to expedite processing.			
REQUIRED ITEMS: YOU MUST COMPLETE THOSE ITEMS IDENTIFIED WITH AN ASTERISK ()			
SECTION I - VETERAN/SERVICEMEMBER <i>(Claims for eligibility for burial are based upon the Veterans/Servicemember's military service)</i>			
*1. VETERAN/SERVICEMEMBER NAME <i>(Include Suffix) (Last, First, Middle Name or Initial)</i>		3. MAILING ADDRESS <i>(Street, City, State, and ZIP Code P.O. Box, Rural Route, etc.)</i>	
*2. NAME USED DURING MILITARY SERVICE <i>(Include Suffix) (If different than Item 1) (Last, First, Middle Name)</i>		*4. SOCIAL SECURITY NUMBER 5. MILITARY SERVICE NUMBER <i>(If different from SSN)</i> 6. VA CLAIM NUMBER <i>(If known)</i>	
*7. SEX <i>(Information will be used for statistical purposes only)</i> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	*8. RACE/ETHNICITY <i>(Select one or more) (Information will be used for statistical purposes only)</i> <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> HISPANIC OR LATINO <input type="checkbox"/> NOT HISPANIC OR LATINO <input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> WHITE		
9. DATE OF BIRTH <i>(MM/DD/YYYY)</i>	10. PLACE OF BIRTH <i>(City, State or Territory)</i>	*11. IS VETERAN/SERVICEMEMBER DECEASED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW	12. DATE OF DEATH <i>(If applicable) (MM/DD/YYYY)</i>
*13. MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> SEPARATED <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED		*14. MILITARY STATUS USED TO APPLY FOR ELIGIBILITY DETERMINATION <i>(Check all that apply)</i> <input type="checkbox"/> A. VETERAN <input type="checkbox"/> B. RETIRED ACTIVE DUTY <input type="checkbox"/> C. DIED ON ACTIVE DUTY <input type="checkbox"/> D. RETIRED RESERVE <input type="checkbox"/> E. RETIRED NATIONAL GUARD <input type="checkbox"/> F. DEATH RELATED TO INACTIVE DUTY TRAINING <input type="checkbox"/> G. OTHER <i>(See instructions)</i>	
MILITARY SERVICE DATA			
*15. BRANCH OF SERVICE	16. DATE OF ENTRY	17. DATE OF DISCHARGE	18. DISCHARGE - CHARACTER OF SERVICE <i>(See instructions)</i>
			19. HIGHEST RANK ATTAINED <i>(No pay grades)</i>
			20. STATE <i>(Abbrev.) (National Guard Service Only)</i>
21. IS THERE ANYONE CURRENTLY BURIED IN A VA NATIONAL CEMETERY UNDER THIS VETERAN'S/SERVICEMEMBER'S ELIGIBILITY? <input type="checkbox"/> YES <i>(Complete Item 22)</i> <input type="checkbox"/> NO <i>(Skip Item 22)</i> <input type="checkbox"/> DON'T KNOW <i>(Skip Item 22)</i>		22. NAME OF DECEDENT(S) AND VA NATIONAL CEMETERY WHERE BURIED	
23. SUPPORTING DOCUMENTS ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(See instructions for information on recommended documentation.)</i>			
SECTION II - CLAIMANT INFORMATION <i>(Information about the individual for whom determination for eligibility for burial in a VA National Cemetery is requested)</i>			
*24. CLAIMANT <i>(See instructions) (**Each Claimant requires a separate VA Form 40-10007)</i> <div style="display: flex; justify-content: space-between;"> (Name) Last First Middle </div> WHO IS (check one): <input type="checkbox"/> A. THE VETERAN/SERVICEMEMBER NAMED IN ITEM 1 <input type="checkbox"/> B. THE SPOUSE/SURVIVING SPOUSE OF THE VETERAN/SERVICEMEMBER IN ITEM 1 <input type="checkbox"/> C. AN UNMARRIED ADULT CHILD OF THE VETERAN/SERVICEMEMBER IN ITEM 1 <i>Additional documentation required. Please read instructions on reverse carefully if selecting 24C.</i> <input type="checkbox"/> D. OTHER <i>(Please specify)</i>		*25. CLAIMANT'S MAILING ADDRESS <i>(Street, City, State, and ZIP Code, P.O. Box, Rural Route, etc.) (If different from item 3)</i> 26. CLAIMANT'S TELEPHONE NUMBER <i>(Include Area Code)</i> *27. CLAIMANT'S SOCIAL SECURITY NUMBER <i>(If different from item 4)</i> *28. CLAIMANT'S DATE OF BIRTH <i>(MM/DD/YYYY) (If different from item 9)</i> *29. CLAIMANT'S MAIDEN NAME <i>(If applicable)</i>	
30. DESIRED VA NATIONAL OR STATE/TRIBAL CEMETERY <i>(Optional - See instructions)</i>		31. EMAIL ADDRESS <i>(Optional - See instructions)</i>	
SECTION III - CERTIFICATION AND SIGNATURE			
CERTIFICATION: By signing below, I certify that I am the Claimant identified in item 24, or an individual signing for the Claimant identified in Item 35. All of the information entered on this form about the Claimant is true and correct to the best of my knowledge. A fraudulent statement that leads to burial in a national cemetery or receiving other benefits from the VA could result in disinterment from that national cemetery and other penalties in accordance with the law. I acknowledge that otherwise eligible individuals may be barred from burial for committing certain serious crimes, as provided under 38 U.S.C. § 2411. VA will therefore validate a previous determination of eligibility at the time of need to check for those bars in addition to law changes or Claimant status changes that may affect eligibility of the Claimant.			
*32. YOUR SIGNATURE		*33. DATE	*34. YOUR RELATIONSHIP TO THE CLAIMANT IN ITEM 24 <i>(Check one; See instructions)</i> <input type="checkbox"/> A. SELF <i>(Stop here. Leave Items 35-38 blank)</i> <input type="checkbox"/> B. INDIVIDUAL SIGNING FOR THE CLAIMANT who is under 18 years of age, is mentally incompetent, or is physically unable to sign the pre-need application <i>(Complete items 35 through 38)</i>
*35. NAME OF INDIVIDUAL FROM ITEM 34B COMPLETING FOR THE CLAIMANT <i>(Last, First, Middle Name)</i>		*36. MAILING ADDRESS OF INDIVIDUAL COMPLETING THIS FORM FOR THE CLAIMANT <i>(Street, City, State, and Zip Code, P.O. Box, Rural Route, etc.)</i>	
*37. TELEPHONE NUMBER <i>(Include Area Code) (Optional)</i>		38. EMAIL ADDRESS <i>(Optional)</i>	

INSTRUCTIONS FOR COMPLETING VA FORM 40-10007 APPLICATION FOR PRE-NEED DETERMINATION OF ELIGIBILITY FOR BURIAL IN A VA NATIONAL CEMETERY

For more complete information on eligibility requirements for burial in a VA national cemetery, visit the National Cemetery Administration online at http://www.cem.va.gov/cem/burial_benefits/eligible.asp or call the National Cemetery Scheduling Office at 1-800-535-1117. For the purposes of this form, the term burial includes inurnment (above ground remains placement in a columbarium) and scattering of ashes, (if the cemetery chosen offers those options). **A Pre-Need determination of eligibility does not guarantee burial in a specific VA national cemetery. Burial in a specific VA national cemetery will be scheduled at the Time of Need.** The equivalent of this form can be completed online at <https://www.va.gov/burials-and-memorials/pre-need/form-10007-apply-for-eligibility/introduction>. In order to assist in completing this form, specific instructions and explanations for certain items are given below.

SECTION I: VETERAN/SERVICEMEMBER

Eligibility for burial in a VA national cemetery is based on the qualifying service of a Veteran/Servicemember. This section of the form is used to determine if qualifying service exists. Not all items are mandatory; however, answers to questions will aid VA in searching for records in archives to support the claim.

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| Item 14 | Military status used to apply for eligibility determination: For VA benefit purposes, a Veteran is a person who served in the active military, naval, or air service, and who was discharged under conditions other than dishonorable. VA will determine on a case-by-case basis whether certain Reserve duty qualifies. If eligibility derives from a status not listed, or if the individual is not certain of the status, check "Other" and submit evidence of service and VA will provide appropriate assistance. Servicemembers who die on active duty are eligible for burial. If you are arranging burial for an active duty Servicemember or his or her dependents, you should contact a local funeral home or the National Cemetery Scheduling Office at 1-800-535-1117 to expedite processing. |
| Item 18 | Discharge - Character of Service: Please indicate one type of "Discharge - Character of Service": Honorable; General; Entry Level Separation/Uncharacterized; Other Than Honorable; Bad Conduct; or Dishonorable. If uncertain of the type of discharge or character of service, indicate "Other" and include available supporting documents. |
| Item 23 | Supporting military service documents: VA recommends that you attach photocopies of readily available supporting documents so that we can make the determination quickly. Documents may include the most recent discharge document (DD Form 214) showing the highest rank and valor awards and decorations, active duty service records other than for training purposes, or active duty for a minimum of 24 continuous months for enlisted Servicemembers after September 7, 1980; for officers, after October 16, 1981, or the full period for which the person was called to active duty. If you are unable to locate copies of military records, apply anyway, as VA will attempt to obtain records necessary to make a determination. |

SECTION II: CLAIMANT INFORMATION

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| Item 24 | <p>Each Claimant requires a separate VA Form 40-10007.</p> <p>24b. Spouse means a person who is or was legally married to a Veteran. Surviving Spouse mean a person who was legally married to a Veteran at the time of the Veteran's death and includes a surviving spouse who had a subsequent remarriage. A non-Veteran spouse of a Veteran whose marriage to the Veteran was dissolved by divorce or annulment issued by an authoritative court is not eligible for burial in a VA national cemetery.</p> <p>24c. An unmarried adult child of the Veteran is an individual who became permanently physically or mentally disabled and incapable of self-support before reaching 21 years of age, <i>or</i> before reaching 23 years of age if pursuing a full-time course of instruction at an approved educational institution. Before VA can approve a claim for an unmarried adult child, we will require statements from both the Veteran, spouse of the Veteran, and/or authorized representative AND the current attending physician (on physician's letterhead) stating the nature of the disability, date of onset of the disability, degree of dependency on the Veteran or Veteran's family, and the marital status of the child. Please provide photocopies of these statements with the application. <i>Note: Minor children of eligible Veterans are eligible for burial in a VA national cemetery. The minor child of an eligible Veteran is a child who is unmarried and who is under 21 years of age; or who is under 23 years of age and is pursuing a full-time course of instruction at an approved educational institution.</i></p> <p>24d. Please explain your Claimant status or relationship to the Veteran/Servicemember.</p> |
| Items 30 and 31 | A list of VA national cemeteries is available online at http://www.cem.va.gov/cem/cems/allnational.asp . A favorable Pre-Need determination of eligibility does not guarantee burial in a specific national cemetery. Burial in a specific VA national cemetery will be scheduled at the time of need. If you provide an email address, VA may use your email address to communicate with you about your claim and burial benefits. |

SECTION III: CERTIFICATION AND SIGNATURE

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| Items 32 and 33 | The pre-need application must be signed (Item 32) and dated (Item 33) for VA to process. |
| Item 34 | <p>You must indicate your relationship to the claimant in Item 34.</p> <p>34a. Check (A) if you are the claimant</p> <p>34b. Check (B) and complete Items 35-38 if you are signing for a claimant who has not attained the age of 18 years, is mentally incompetent, or is physically unable to sign the pre-need application. You may be a court-appointed representative, a person who is responsible for the care of the individual (including a spouse or other relative), or an attorney in fact or agent authorized to act on behalf of the claimant under a durable power or attorney. If the claimant is in the care of an institution, a manager or principal officer of the institution may sign the form. Please attach supporting documents or an affidavit establishing your position relative to the claimant.</p> |

Privacy Act Information: Title 38 U.S.C. 2402 authorizes the solicitation of this information. VA considers the responses you submit confidential (38 U.S.C. 5701). VA may only disclose this information outside the VA if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 175VA41A, published in the Federal Register. VA considers the requested information relevant and necessary to determine maximum benefits under the law. The purpose for which the records are used will include, but will not be limited to the provision of VA burial and memorial benefits; provision of information about VA burial and memorial benefits, including specific claims; determination of eligibility for burial in a VA national cemetery; disclosure of military service information upon request from VA funded State and Tribal Veterans cemeteries; coordination of committal services and interment upon request of families, funeral homes, and others of eligible decedents at VA national cemeteries.

Respondent Burden: This information is collected in accordance with section 3507 of the Paperwork Reduction Act of 1995. Accordingly, we may not conduct or sponsor, and you are not required to respond to a collection of information unless it displays a valid OMB number. We anticipate the time expended by individuals who complete this form will average 20 minutes per response, including the time to review instructions, search existing data sources, gather the necessary data, and complete and review the collection of information. Your response is voluntary and not required to obtain or retain benefits to which you may be entitled. Send comments concerning the accuracy of this burden estimate, including suggestion for reducing this burden or any other aspect of this collection of information to the VA Clearance Officer (005R1B), 810 Vermont Avenue, NW, Washington, DC 20420. Please **DO NOT** send claims for, or correspondence regarding benefits to this address.

REVERSE OF VA FORM 40-10007, MAY 2020

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