

New York State Senate

# Veterans' Casualty Assistance Program



**Senator  
Headshot**

Compliments of  
Senator Name



NEW YORK  
STATE SENATE

**Please be advised that the Veteran benefit forms are up to date as of February 2019.**

**For the most up-to-date forms, please go to:**

**[http://www.va.gov/vaforms/search\\_action.asp](http://www.va.gov/vaforms/search_action.asp)**

**Use the Search VA Forms tab for a keyword search.**

# Letterhead

Dear Veterans and Family Members,

The United States of America has traditionally paid its respects to deceased veterans by providing honorary, and in many cases, financial services to members of the veteran's family.

While it is sometimes painful to plan ahead for the parting of a loved one, it is nonetheless wise for veterans and their families to ease the transition during this time by collecting important information now.

This document serves as a checklist for veterans and their families in obtaining access to forms, military data, burial benefits and other official documents which may be required to satisfy U.S. Veterans Affairs, as well as insurance companies, the Social Security Administration and others.

There are eight sections in this document:

- Section I:** Federal, State and Local Resources.
- Section II:** Veteran's Personal Data.
- Section III:** Checklist to use at time of the veteran's passing.
- Section IV:** A list of official documents needed to submit claims for VA benefits, a summary of veteran burial honors and a form for miscellaneous data.
- Section V:** Applications for Headstone or Grave Marker (VA Form 40-1330) and Government Medallion (VA Form 40-1330M).
- Section VI:** Application for U.S. Flag for Burial Purposes (VA Form 27-2008).
- Section VII:** Application for Burial Benefits (VA Form 21P-530).
- Section VIII:** Application for Military Records Requests (NARA Standard Form 180).

Finally, please do not hesitate to contact me for any assistance you may require in obtaining the honors and benefits that the United States confers upon the death of those who served in time of war.

Sincerely,

*Senator Signature*

Senator Name  
xxxx Senate District





## **SECTION I**

### **FEDERAL, STATE AND LOCAL RESOURCES**





## Section I

In addition to federal information on the top issues veterans across the nation have requested, [www.va.gov](http://www.va.gov) can directly link veterans to New York State and Local Resource information on hospitals and clinics, Vet centers, Regional Benefits Offices, Regional Loan Centers and Cemeteries, and more.

### **Federal Contact Information:**

U.S. Department of Veterans Affairs

[www.va.gov](http://www.va.gov)

Veterans Crisis Line:

1-800-273-8255 (Press 1)

New York Regional Benefit Office

245 W. Houston St.

New York, NY 10014

Buffalo Regional Benefit Office

130 S. Elmwood Ave.

Buffalo, NY 14202

(800) 827-1000

### **State Contact Information:**

New York State Division of Veterans' Affairs

2 Empire State Plaza, 17th Floor

Albany, NY 12223-1551

1-888-VETS-NYS (1-888-838-7697)

[www.veterans.ny.gov](http://www.veterans.ny.gov)

### **Local Contact Information:**



## **SECTION II**

### **VETERAN'S PERSONAL DATA**





## Section II

### VETERAN'S PERSONAL DATA

Veteran's Name: \_\_\_\_\_  
(First) (Middle) (Last)

Name Used in Service if Different From Above: \_\_\_\_\_

Place and Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Military Service Number(s): \_\_\_\_\_

VA Claim Number: \_\_\_\_\_

Federal Retirement (USCS) Number: \_\_\_\_\_

Branch of Service	Date Entered	Date Separated	Highest Rank/Grade/Rating (including Reserves)

VA Claims – Type: \_\_\_\_\_ Monthly Amount: \_\_\_\_\_  
(Compensation/Pension)

Government Insurance – Amount: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Beneficiary(s): \_\_\_\_\_

Awards and Decorations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## FAMILY PERSONAL DATA

Spouse's Name: \_\_\_\_\_  
(First) (Middle) (Last)

Spouse's Social Security Number: \_\_\_\_\_

Date and Place of Marriage: \_\_\_\_\_

Dependent Children: (List name of each dependent child and Social Security Number)

Name

Social Security Number

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_



## **DISCHARGE FROM SERVICE INFORMATION**

It is extremely important to have a copy of your discharge/DD214 (and your enclosed Veteran's Personal Data Form) available to other family members, clergy, attorneys, etc. In case of an accident or emergency, you may not always be capable of communicating, and this form is vital in obtaining services from the VA hospital systems.

NOTE: Discharge/DD214 – before 1950 the term “discharge” was used for both the WD AGO 53-55 or discharge certificate and the back side of the discharge form with the important information on it. After 1950, the form is a DD214. A “Certificate of Military Service” is NOT proof of service.



## SECTION III

### CHECKLIST TO USE AT TIME OF VETERAN'S PASSING





## Section III

### WHAT TO DO WHEN THE DEATH OF A VETERAN OCCURS

1. **Call a relative or friend** who can immediately assist you in handling some of the details listed below.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

2. **Call clergy.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

3. **Call a funeral director.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

#### **Funeral arrangements and service.**

Name of cemetery: \_\_\_\_\_

Hymns: \_\_\_\_\_

Psalms: \_\_\_\_\_

Scripture: \_\_\_\_\_

Special Requests: \_\_\_\_\_

4. **Notify employer or business associate.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

5. If desired, instruct the funeral director to submit an obituary, which would be prepared by the funeral director with information supplied by the family. Most newspapers will accept obituaries from funeral directors.

6. After funeral arrangements and other priority matters are completed, take care of the following:

- Notify insurance companies;
- Notify banks and other institutions;
- Notify the Social Security Administration;
- Contact your county Veterans Service Agency with necessary forms;
- Contact the New York State Division of Veterans' Affairs by telephone at: 1-888-VETS-NYS; and
- Apply for Presidential Certificate.

## **SECTION IV**

### **IMPORTANT DOCUMENTS FOR VA CLAIMS AND OTHER PERSONAL MATTERS**







## **Section IV**

### **IMPORTANT DOCUMENTS NEEDED FOR VA CLAIMS AND OTHER PERSONAL MATTERS**

- Death Certificate – The funeral director will provide an original copy. Normally there is a charge for each additional copy.
- Birth Certificate of Veteran.
- Burial Plot Deed for Private Cemetery Funerals.
- Military Reports of Separation (DD-214) (WD AGO 53-55).
- Copies of Discharge Papers.
- Award of Disability Compensation or Pension Document.
- SGLI or Government Insurance Policies.
- Marriage Certificate(s).
- Birth Certificates for Dependents.
- Adoption Papers for Dependents.
- Death Certificate (previous spouse).
- Divorce Papers (if applicable).

## NATIONAL CEMETERY ADMINISTRATION

The National Cemetery Administration honors veterans with final resting places in national shrines and with lasting tributes that commemorate their service to our nation. Burial in a national cemetery is open to all members of the armed forces and veterans who have met minimum active duty service requirements and were discharged under conditions other than dishonorable.

Veterans' spouses, widow or widower, minor children, and, under certain conditions, unmarried adult children with disabilities, may also be eligible for burial. Eligible spouses and children may be buried even if they predecease the veteran. Members of the reserve components of the armed forces who die while on active duty or while performing training duty, or were eligible for retired pay, may also be eligible for burial.

Grave sites in national cemeteries cannot be reserved; funeral directors or others making burial arrangements must apply at the time of death. The National Cemetery Administration normally does not conduct burials on weekends or federal holidays. However, a weekend caller may schedule burials for the upcoming week.

At the time of need, a funeral director or the next of kin should contact the National Cemetery Scheduling Office. Fax all discharge documentation to the National Cemetery Scheduling Office at: 1-866-900-6417 and follow-up with a phone call to: 1-800-535-1117. **It is important to have all eligibility documentation available prior to calling the Scheduling Office.**

The VA will provide – at no cost to the veteran's family – a gravesite, headstone or marker, Presidential Memorial Certificate, U.S. flag, perpetual care of the gravesite and will open and close the grave. Fees for services provided by funeral directors and other related costs must be paid for by the veteran's family. For information, please contact the nearest VA regional office at: 1-844-698-2311.

## MILITARY FUNERAL HONORS

The Department of Defense (DOD) is responsible for providing military funeral honors. "Honoring Those Who Served" is the title of the DOD program for providing dignified military funeral honors to veterans who have defended our nation.

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

The DOD program calls for funeral home directors to request military funeral honors on behalf of the veteran's family. However, the Department of Veterans Affairs National Cemetery Administration cemetery staff can also assist with arranging military funeral honors at VA national cemeteries. Veterans organizations may also assist in providing military funeral honors.

To arrange military funeral honors you may contact your local funeral home.

## NATIONAL CEMETERIES IN NEW YORK STATE

### **Albany Rural Cemetery\***

Cemetery Avenue

Menands, NY 12204

**(518) 463-7017**

Fax: (518) 463-0785

Website: [www.albanyruralcemetery.org](http://www.albanyruralcemetery.org)

Office Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Closed federal holidays.

Visitation Hours: Open daily from sunrise to sunset.

BURIAL SPACE: This soldiers' lot is closed to interments.

### **Bath National Cemetery**

**VA Medical Center**

San Juan Avenue

Bath, NY 14810

**(607) 664-4853**

Fax: (607) 664-4761

Office Hours: Monday through Friday 8:00 a.m. to 4:00 p.m.

Closed federal holidays.

Visitation Hours: Open daily from sunrise to sunset.

BURIAL SPACE: This cemetery has space available to accommodate casketed and cremated remains.

### **Calverton National Cemetery**

210 Princeton Boulevard

Calverton, NY 11933-1031

**(631) 727- 5410**

Fax: (631) 369- 4397

Office Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Open all holidays except Thanksgiving, Christmas and New Year's Day.

Visitation Hours: Open daily from sunrise to sunset.

BURIAL SPACE: This cemetery has space available to accommodate casketed and cremated remains.

### **Cypress Hills National Cemetery\***

625 Jamaica Avenue

Brooklyn, NY 11208

**(631) 454-4949**

Fax: (631) 694-5422 Office Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Closed federal holidays except Memorial Day and Veterans Day.

Visitation Hours: Open daily from 8:00 a.m. to 4:30 p.m.

BURIAL SPACE: Cypress Hills National Cemetery is closed to new interments. The only interments that are being accepted are subsequent interments for veterans or eligible family members in an existing gravesite. Periodically, however, burial space may become available due to a canceled reservation or when a disinterment has been completed. When either of these two scenarios occurs, the gravesite is made available to another eligible veteran on a first-come, first-served basis. Since there is no way to know in advance when a gravesite may become available, please contact the cemetery at the time of need to inquire whether space is available.

**Gerald BH Solomon Saratoga National Cemetery**

200 Duell Road

Schuylerville, NY 12871-1721

**(518) 581-9128**

Fax: (518) 583-6975

Office Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Closed federal holidays.

Visitation Hours: Open daily from dawn to dusk.

BURIAL SPACE: This cemetery has space available to accommodate casketed and cremated remains.

**Long Island National Cemetery\***

2040 Wellwood Avenue

Farmingdale, NY 11735-1211

**(631) 454-4949**

Fax: (631) 694-5422

Office Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Closed federal holidays except Memorial Day and Veterans Day.

Visitation Hours: Open daily from 8:00 a.m. to 5:00 p.m.

On Memorial Day open 8:00 a.m. to 7:00 p.m.

BURIAL SPACE: This cemetery has space available for cremated remains in a columbarium. They can accommodate casketed remains of subsequent eligible family members in the same gravesite of previously interred family members.

**Woodlawn National Cemetery\***

1825 Davis Street

Elmira, NY 14901

**(607) 732-5411**

Fax: (607) 732-1769

Office Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Closed federal holidays.

Visitation Hours: Open daily from sunrise to sunset.

BURIAL SPACE: This cemetery has space available for cremated remains in a columbarium.

\* These cemeteries are full.

## BURIAL FLAG

A United States flag is provided, at no cost, to drape the casket or accompany the urn of a deceased veteran who served honorably in the U.S. Armed Forces. It is furnished to honor the memory of a veteran's military service to his or her country. VA will furnish a burial flag for memorialization for each other than dishonorable discharge:

- Veteran who served during wartime;
- Veteran who died on active duty after May 27, 1941;
- Veteran who served after January 31, 1955;
- Peacetime veteran who was discharged or released before June 27, 1950;
- Certain persons who served in the organized military forces of the Commonwealth of the Philippines while in service of the U.S. Armed Forces and who died on or after April 25, 1951; and/or
- Certain former members of the Selected Reserves.

Generally, the flag is given to the next-of-kin, as a keepsake, after its use during the funeral service. When there is no next-of-kin, VA will furnish the flag to a friend making request for it. For those VA national cemeteries with an Avenue of Flags, families of veterans buried in these national cemeteries may donate the burial flags of their loved ones to be flown on patriotic holidays.

You may apply for the flag by completing VA Form 27-2008, Application for United States Flag for Burial Purposes. You may get a flag at any VA regional office or U.S. Post Office. Generally, the funeral director will help you obtain the flag.

The law allows VA to issue one flag for a veteran's funeral. They cannot replace it if it is lost, destroyed, or stolen. However, some veterans' organizations or other community groups may be able to help you get another flag.

The proper way to display the flag depends upon whether the casket is open or closed. VA Form 27-2008 provides the correct method for displaying and folding the flag. The burial flag is not suitable for outside display because of its size and fabric. It is made of cotton and can easily be damaged by weather.

## HEADSTONE OR GRAVE MARKER

The Department of Veterans Affairs (VA) furnishes upon request, at no charge to the applicant, a government headstone or marker for the unmarked grave of any deceased eligible veteran in any cemetery around the world, regardless of their date of death.

For eligible veterans who died on or after November 1, 1990, and whose grave is marked with a privately purchased headstone, VA may also furnish a headstone or marker to supplement the graves or a medallion to be affixed to the privately purchased headstone.

Flat markers in granite, marble, and bronze and upright headstones in granite and marble are available. Bronze niche markers are also available to mark columbaria used for inurnment of cremated remains. The style chosen must be permitted by the officials in charge of the private cemetery where it will be placed.

When burial or memorialization is in a national cemetery, state veterans cemetery, or military post/base cemetery, a headstone or marker will be ordered by the cemetery officials based on inscription information provided by the next of kin or authorized representative.

Spouses and dependents are not eligible for a government-furnished headstone or marker unless they are buried in a national cemetery, state veterans cemetery, or military post/base cemetery.

Note: There is no charge for the headstone or marker itself; however arrangements for placing it in a private cemetery are the applicant's responsibility and all setting fees are at private expense.

Only the following individuals may apply for a headstone, marker or medallion:

1. Decedent's next-of-kin;
2. Authorized representative on behalf of decedent; or
3. Authorized representative on behalf of next-of-kin.

If someone other than the next-of-kin is applying for the headstone, marker or medallion, the application package must include a written statement signed by the next-of-kin or decedent authorizing that person (the applicant) to apply for this benefit. A notarized statement is not required for these purposes.

When burial is in a private cemetery, **VA Form 40-1330, Claim for Standard Government Headstone or Marker** or **VA Form 40-1330M, Claim for Government Medallion** must be submitted by the next-of-kin, a person authorized in writing by the next-of-kin, or a personal representative authorized in writing by the decedent, along with **veterans military discharge documents**, to request a government-provided headstone or marker.

**Do not send original documents, as they will not be returned.**

## **PRESIDENTIAL MEMORIAL CERTIFICATES**

A Presidential Memorial Certificate (PMC) is an engraved paper certificate, signed by the current President, to honor the memory of honorably discharged deceased veterans.

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.

Eligible recipients include the deceased veterans' next-of-kin, relatives and friends, or an authorized service representative acting on their behalf.

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:

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

or toll-free fax 1-800-455-7143. 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 requests without proof of honorable military service cannot be processed. Please submit copies only, as original documents will not be returned. Use VA Form 40-0247.

**Please submit copies only, as they will not return original documents.**

If you would like to apply for a Presidential Memorial Certificate, or if you have already requested one more than sixteen (16) weeks ago and have not received it yet, please call (202) 632-7300 to find out the status of your request. Please do not send a second application unless it is requested to do so.





Department of Veterans Affairs

## 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 (005G2), 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)
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### SECTION III - PERSON REQUESTING CERTIFICATE INFORMATION

3. NAME OF PERSON REQUESTING CERTIFICATE	4. MAILING ADDRESS OF PERSON REQUESTING CERTIFICATE
5. HOME OR WORK TELEPHONE NUMBER (Include area code)	
6. 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.

8. 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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VA FORM  
NOV 2017 **40-0247**

ALL VERSIONS OF THIS FORM DATED BEFORE MAY 2013 WILL NOT BE ACCEPTED OR PROCESSED.





## **BURIAL ALLOWANCES**

Requests for burial in a Department of Veterans Affairs (VA) national cemetery cannot be made via the Internet. The VA does not make funeral arrangements or perform cremations. Families should make these arrangements with a funeral provider or cremation office. Any item or service obtained from a funeral home or cremation office will be at the family's expense.

### **For Burial in a National Cemetery**

Burial benefits available include a gravesite in any of the 131 national cemeteries with available space, opening and closing of the grave, perpetual care, a government headstone or marker, a burial flag, and a Presidential Memorial Certificate, at no cost to the family. Some veterans may also be eligible for Burial Allowances. Cremated remains are buried or inurned in national cemeteries in the same manner and with the same honors as casketed remains.

Burial benefits available for spouses and dependents buried in a national cemetery include burial with the veteran, perpetual care, and the spouse or dependents' name and date of birth and death inscribed on the veteran's headstone, at no cost to the family. Eligible spouses and dependents may be buried, even if they predecease the veteran.

### **Preparing in Advance**

Gravesites in Department of Veterans Affairs (VA) national cemeteries cannot be reserved in advance. You should advise your family of your wishes and where your discharge papers are kept. These papers are very important in establishing your eligibility. You may wish to make pre-need arrangements with a funeral home. At the time of need, your family should contact a funeral home who will assist with making burial arrangements at the national cemetery.

To schedule a burial: Fax all discharge documentation to the National Cemetery Scheduling Office at: 1-866-900-6417 and follow-up with a phone call to: 1-800-535-1117.

### **Donating Burial Flags in National Cemeteries**

Most of the Department of Veterans Affairs national cemeteries display an Avenue of Flags on patriotic holidays and during special events. The Avenues consist of burial flags donated by the families of deceased veterans and provide a unique visible tribute to all of our nation's veterans.

A Certificate of Appreciation is presented to the donor for providing their loved ones' burial flag to a national cemetery. Please contact the cemetery of your choice for information on how to donate a veteran's burial flag.

### **For Burial in a Private Cemetery**

Burial benefits available for veterans buried in a private cemetery include a government headstone or marker, a burial flag, and a Presidential Memorial Certificate, at no cost to the family. Some veterans may also be eligible for Burial Allowances. There are not any benefits available to spouses and dependents buried in a private cemetery.



**SECTION V**

**APPLICATION FOR HEADSTONE OR  
GRAVE MARKER  
(VA FORM 40-1330)**

**CLAIM FOR GOVERNMENT MEDALLION  
(VA FORM 40-1330M)**





# 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](mailto: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.

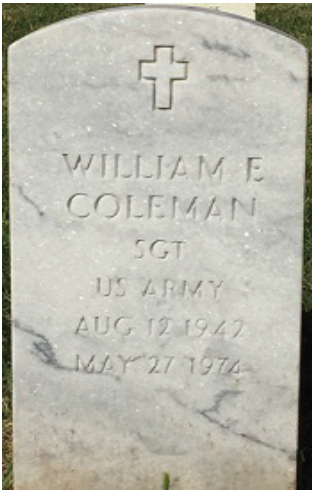
**CAUTION** - To avoid delays in the production and delivery of the headstone or marker, please check carefully to be sure you have accurately furnished all required information before faxing or mailing the claim. If inaccurate information is furnished, it may result in an incorrectly inscribed headstone 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.

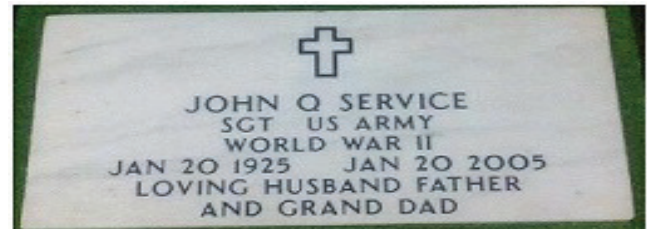
**FLAT MARKERS**

**BRONZE (B)**



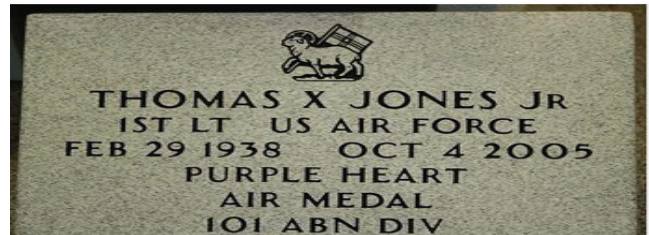
This grave marker is 24 inches long, 12 inches wide, with 3/4 inch rise. Weight is approximately 18 pounds. Anchor bolts, nuts and washers for fastening to a base are furnished with the marker. The base is not furnished by the Government.

**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.**

<b>Department of Veterans Affairs</b>		<b>CLAIM FOR STANDARD HEADSTONE OR MARKER</b>			
<b>IMPORTANT:</b> 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>		<b>1. DID VA PREVIOUSLY DETERMINE ELIGIBILITY FOR BURIAL AT A NATIONAL CEMETERY?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE		<b>2. TYPE OF REQUEST</b> <input type="checkbox"/> INITIAL REQUEST ( <i>First time</i> ) <input type="checkbox"/> REPLACEMENT ( <i>Specify reason in Block 33, Remarks</i> )	
<b>3. NAME OF DECEASED TO BE INSCRIBED ON HEADSTONE OR MARKER</b> ( <i>No Nicknames or titles permitted</i> ) FIRST ( <i>Or Initial</i> )    MIDDLE ( <i>Or Initial</i> )    LAST    SUFFIX ( <i>Sr., Jr., II, III, etc.</i> )				<b>4. GRAVE IS:</b> <input type="checkbox"/> CURRENTLY MARKED ( <i>with privately purchased marker</i> ) <input type="checkbox"/> NOT MARKED	
<b>5. RACE OR ETHNICITY</b> ( <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> ) _____				<b>6. GENDER</b> ( <i>Information will be used for statistical purposes only.</i> ) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
<b>VETERAN'S SERVICE AND IDENTIFYING INFORMATION</b> ( <i>Use numbers only, e.g., 05-15-1941</i> )					
<b>8. VETERAN'S SOCIAL SECURITY NO. AND/OR SERVICE NO.</b> SSN:    AND/OR SVC. NO.:		<b>9. PLACE OF BIRTH</b> ( <i>City and State or Country</i> )		<b>10A. DATE OF BIRTH</b> MONTH    DAY    YEAR	
				<b>10B. DATE OF DEATH</b> MONTH    DAY    YEAR	
<b>PERIODS OF ACTIVE MILITARY DUTY</b> ( <i>For additional space use Block 33</i> )					
<b>11A. DATE(S) ENTERED</b> MONTH    DAY    YEAR			<b>11B. DATE(S) SEPARATED</b> MONTH    DAY    YEAR		
<b>13. BRANCH OF SERVICE</b> ( <i>Check applicable box(es) - must be consistent with rank in Box 12</i> ) ARMY    NAVY    MARINE    COAST    AIR    ARMY AIR    MERCHANT    OTHER <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ( <i>Specify</i> )				<b>14. VALOR OR PURPLE HEART AWARD(S)</b> ( <i>Documentation must be provided</i> ) MEDAL OF HONOR    DST CROSS    SVC SILVER STAR    DST CROSS    FLYING HEART    PURPLE MEDAL    AIR    OTHER <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>15. TYPE OF HEADSTONE OR MARKER REQUESTED</b> ( <i>Check one</i> ) FLAT BRONZE    FLAT GRANITE    UPRIGHT MARBLE    FLAT MARBLE    BRONZE NICHE    UPRIGHT GRANITE    SMALL FLAT GRANITE <input type="checkbox"/> B <input type="checkbox"/> G <input type="checkbox"/> U <input type="checkbox"/> F <input type="checkbox"/> Z <input type="checkbox"/> V <input type="checkbox"/> L				<b>16. WAR SERVICE</b> ( <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> ) _____	
				<b>17. EMBLEM OF BELIEF</b> ( <i>Optional</i> ) EMBLEM NUMBER ( <i>Specify</i> ) ( <i>See page 5 for available emblems</i> ) <input type="checkbox"/> _____ <input type="checkbox"/> NONE	
<b>18. ADDITIONAL INSCRIPTION/TERM OF ENDEARMENT</b> ( <i>Optional</i> ) ( <i>Space will vary according to type of marker</i> )					
<b>19a. NAME AND MAILING ADDRESS OF APPLICANT</b> ( <i>No., Street, City, State, and ZIP Code</i> )		<b>19b. DAYTIME OR CELL PHONE NO. OF APPLICANT</b> ( <i>Include Area Code</i> )			
		<b>19c. E-MAIL ADDRESS</b> ( <i>Optional</i> )			
		<b>19d. FAX NO.</b> ( <i>Optional</i> )			
<b>20. ARE YOU:</b> <input type="checkbox"/> FAMILY MEMBER ( <i>Specify relationship</i> ) _____ <input type="checkbox"/> PERSONAL REPRESENTATIVE ( <i>Person responsible for decisions concerning burial of decedent; include written authorization</i> ) _____ <input type="checkbox"/> VETERANS SERVICE OFFICER <input type="checkbox"/> CEMETERY MANAGEMENT ( <i>where the unclaimed remains are buried</i> ) <input type="checkbox"/> FUNERAL HOME MANAGEMENT ( <i>that received the unclaimed remains</i> ) <input type="checkbox"/> OTHER ( <i>Specify</i> ) _____					
<b>21. I WOULD LIKE A PRESIDENTIAL MEMORIAL CERTIFICATE</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>22. IF "YES" HOW MANY?</b>			
<b>CERTIFICATION:</b> 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.					
<b>PENALTY:</b> 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.					
<b>23. SIGNATURE OF APPLICANT</b>				<b>24. DATE</b> ( <i>MM/DD/YYYY</i> )	
<b>25. NAME AND DELIVERY ADDRESS OF BUSINESS (CONSIGNEE) THAT WILL ACCEPT PREPAID DELIVERY</b> ( <i>No., Street, City, State, and ZIP Code; P.O. BOX IS NOT ACCEPTABLE</i> ) <b>MUST SIGN IN BLOCK 28</b>		<b>26. DAYTIME OR CELL PHONE NO. OF CONSIGNEE</b> ( <i>Include Area Code</i> )		<b>27. NAME AND ADDRESS OF CEMETERY OR FAMILY PLOT WHERE GRAVE IS LOCATED</b> ( <i>No., Street, City, State, and ZIP Code</i> ) <b>MUST SIGN IN BLOCK 30</b>	
<b>CERTIFICATION: By signing below I agree to accept prepaid delivery of the headstone or marker.</b>					
<b>28. PRINTED NAME AND SIGNATURE OF PERSON REPRESENTING BUSINESS (CONSIGNEE) NAMED IN BLOCK 25</b>				<b>29. DATE</b> ( <i>MM/DD/YYYY</i> )	
<b>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.</b>					
<b>30. PRINTED NAME AND SIGNATURE OF CEMETERY OR OTHER RESPONSIBLE OFFICIAL</b>		<b>31. DAYTIME PHONE NO OF CEMETERY</b> ( <i>Include Area Code</i> )		<b>32. DATE</b> ( <i>MM/DD/YYYY</i> )	
<b>33. REMARKS</b>		<b>34. CHECK BOX BELOW IF REMAINS ARE NOT BURIED AND EXPLAIN BELOW</b> ( <i>e.g., buried at sea, remains scattered, etc.</i> ) <input type="checkbox"/> REMAINS NOT BURIED		<b>35. SECTION/GRAVE NO.</b> ( <i>State Cemetery Only</i> )	

**AVAILABLE EMBLEMS OF BELIEF FOR PLACEMENT ON GOVERNMENT  
HEADSTONES AND MARKERS (See block 17)**



To obtain the most recent information about headstones and markers including the complete and most current list of available emblems of belief (listing all names and graphics), please visit our website at [www.cem.va.gov](http://www.cem.va.gov).



# 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 [mpps.headstones@va.gov](mailto:mpps.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](http://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.**



Department of Veterans Affairs			CLAIM FOR GOVERNMENT MEDALLION FOR PLACEMENT IN A PRIVATE CEMETERY		
<b>IMPORTANT:</b> 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. <b>PLEASE INCLUDE MILITARY DISCHARGE DOCUMENTS.</b>			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 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		
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 MONTH DAY YEAR		9B. DATE OF DEATH MONTH DAY YEAR		10A. DATE(S) ENTERED MONTH DAY YEAR	
10B. DATE(S) SEPARATED MONTH DAY YEAR					
11. BRANCH OF SERVICE (BOS) (Check applicable box(es)) <b>NOTE:</b> 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?		
<b>CERTIFICATION:</b> 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.					
<b>PENALTY:</b> 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)		




## **SECTION VI**

### **APPLICATION FOR U.S. FLAG FOR BURIAL PURPOSES (VA FORM 27-2008)**







 <b>Department of Veterans Affairs</b>	<b>APPLICATION FOR UNITED STATES FLAG FOR BURIAL PURPOSES</b>
<p><b>PRIVACY ACT NOTICE:</b> 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><b>RESPONDENT BURDEN:</b> 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 <a href="http://www.reginfo.gov/public/do/PRAMain">www.reginfo.gov/public/do/PRAMain</a>. If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.</p>	
<p><b>IMPORTANT - Postmaster or other issuing official:</b> Submit this form to the nearest VA regional office. Be sure to complete the stub at the bottom.</p>	
<p><b>INFORMATION ABOUT THE DECEASED VETERAN (Complete as much as possible)</b> (Information provided is considered essential when applying for other VA benefits.)</p>	
1. FIRST, MIDDLE, LAST NAME OF VETERAN (Print or type)	2. MAIDEN NAME OR OTHER NAME(S) VETERAN USED WHILE ON ACTIVE DUTY (Print or type)
3. VA FILE NUMBER	4. SOCIAL SECURITY NUMBER
5. MILITARY SERVICE NUMBER/SERIAL NUMBER	
6. BRANCH OF SERVICE (Check box) <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> SELECTED SERVICE <input type="checkbox"/> OTHER (Specify)	
7. DATE ENTERED ACTIVE DUTY (or Selected Reserve)	8. DATE RELEASED FROM ACTIVE DUTY (or Selected Reserve)
9. DATE OF BIRTH	
10. DATE OF DEATH	
11. DATE OF BURIAL	12. PLACE OF BURIAL (Name of cemetery, city, and State)
13. HAS DOCUMENTATION BEEN PRESENTED OR ATTACHED THAT SHOWS THE VETERAN MEETS THE ELIGIBILITY CRITERIA? (See Paragraphs C, D, and E of the "Instructions") <input type="checkbox"/> YES <input type="checkbox"/> NO   (If "No," explain in Item 15, "Remarks" (See paragraph E of the "Instructions"))	
<p><b>INFORMATION ABOUT THE FLAG RECIPIENT AND APPLICANT</b></p>	
14A. NAME OF PERSON ENTITLED TO RECEIVE FLAG	14B. RELATIONSHIP OF DECEASED VETERAN (See Paragraph F of the "Instructions")
14C. ADDRESS OF PERSON ENTITLED TO RECEIVE FLAG (Number and street or rural route, city or P.O., State and ZIP Code)	
14D. TELEPHONE NUMBER	
15. REMARKS	
<p><b>I CERTIFY</b> 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 (Sign in INK)	17. ADDRESS OF APPLICANT (Number and street or rural route, city or P.O., and ZIP Code)
18. RELATIONSHIP TO DECEASED VETERAN	
19. DATE SIGNED	
<p><b>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.</b></p>	
<p><b>ACKNOWLEDGMENT OF RECEIPT OF FLAG (ONLY ONE FLAG MAY BE ISSUED FOR EACH DECEASED VETERAN)</b></p>	
20. SIGNATURE OF PERSON RECEIVING FLAG (Sign in INK)	21. DATE FLAG ISSUED
22. NAME AND ADDRESS OF POST OFFICE OR OTHER FLAG ISSUE POINT	
<p><b>FOR VA USE</b></p>	
DATE NOTIFICATION FORWARDED TO SUPPLY	
STATION NUMBER	

VA FORM 27-2008, JUN 2018

SUPERSEDES VA FORM 27- 2008, MAR 2015, WHICH WILL NOT BE USED.

**This stub is to be completed by the POSTMASTER or other issuing official. Upon receipt the VA Regional Office will detach and forward it to the appropriate Supply Officer.**

<p><b>NOTIFICATION OF ISSUANCE OF FLAG</b></p>		
DATE FLAG ISSUED	ISSUING POINT TELEPHONE NO.	ADDRESS OF POST OFFICE OR OTHER FLAG ISSUE POINT
SIGNATURE OF POSTMASTER OR OTHER ISSUING OFFICIAL		

## 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.com/>.

### 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.



## USE OF THE FLAG

1. This flag is issued on behalf of the Department of Veterans Affairs to honor the memory of one who has served our country.
2. When used to drape the casket, the flag should be placed as follows:
  - (a) **Closed Casket** - When the flag is used to drape a closed casket, it should be so placed that the union (blue field) is at the head and over the left shoulder of the deceased.
  - (b) **Half Couch (Open)** - When the flag is used to drape a half-couch casket, it should be placed in three layers to cover the closed half of the casket in such a manner that the blue field will be the top fold, next to the open portion of the casket on the deceased's left.
  - (c) **Full Couch (Open)** - When the flag is used to drape a full-couch casket, it should be folded in a triangular shape and placed in the center part of the head panel of the casket cap, just above the left shoulder of the deceased.
3. During a military commitment ceremony, the flag which was used to drape the casket is held waist high over the grave by the pallbearers and, immediately after the sounding of "Taps," is folded in accordance with the illustration below.
4. Folding the flag (see illustration below):
5. The flag should not be lowered into the grave or allowed to touch the ground. When taken from the casket, it should be folded as shown (see illustration).
6. The flag should form a distinctive feature of the ceremony of the unveiling of a statue or monument, but it should never be used as a covering for the statue or monument.
7. The flag should never be fastened, displayed, used, or stowed in such a manner as will permit it to be easily torn, soiled, or damaged in any way.
8. The flag should never have placed upon it, nor any part of it, nor attached to it, any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
9. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
10. The flag, when badly worn, torn, or soiled should no longer be publicly displayed, but privately destroyed by burning in such a manner as to convey no suggestion of disrespect or irreverence.

## CORRECT METHOD OF FOLDING THE UNITED STATES FLAG



A)

(A) Straighten out the flag to full length and fold lengthwise once, folding the lower striped section of the flag over the blue field.



B)

(B) Fold the flag lengthwise a second time to meet the open edge, making sure that the union of stars on the blue field remains outward in full view.



C)



D)



E)



(C) A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.

(D) The outer point is then turned inward, parallel with the open edge to form a second triangle.

(E) The diagonal or triangular folding is continued toward the blue union until the end is reached, with only the blue showing and the form being that of a cocked (three corner) hat.



## **SECTION VII**

### **APPLICATION FOR BURIAL BENEFITS (VA FORM 21P-530)**





## **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](http://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](http://www.va.gov/directory). The address is also located in the government pages of your telephone book under "United States Government, Veterans."





VETERAN'S SSN

				-					-				
--	--	--	--	---	--	--	--	--	---	--	--	--	--

**PART III - CLAIM FOR BURIAL ALLOWANCE**13A. TYPE OF BURIAL ALLOWANCE REQUESTED *(Check one)*

- ☐ NON-SERVICE-CONNECTED DEATH
- ☐ SERVICE-CONNECTED DEATH
- ☐ VA MEDICAL CENTER DEATH *(See instructions for definition.)*  
*(If VA Medical Center Death is checked, provide actual burial cost.)*  
 \$

13B. WHERE DID THE VETERAN'S DEATH OCCUR? *(Check one)*

- ☐ VA MEDICAL CENTER ☐ NURSING HOME UNDER VA CONTRACT
- ☐ STATE VETERANS HOME ☐ OTHER *(Specify)*

14. IF YOU ARE THE DECEASED VETERAN'S SPOUSE, DID YOU PREVIOUSLY RECEIVE A VA BURIAL ALLOWANCE?

☐ YES ☐ NO

15A. DID YOU INCUR EXPENSES FOR THE VETERAN'S BURIAL?

☐ YES ☐ NO

15B. ARE YOU SEEKING BURIAL BENEFITS FOR THE UNCLAIMED REMAINS OF A VETERAN?

☐ YES ☐ NO

**PART IV - CLAIM FOR PLOT OR INTERMENT ALLOWANCE**16. PLACE OF BURIAL OR LOCATION OF DECEASED VETERAN'S REMAINS  
*(Specify)*

17A. DID YOU INCUR EXPENSES FOR THE VETERAN'S PLOT OR INTERMENT?

☐ YES ☐ NO

17B. WAS VETERAN BURIED IN A NATIONAL CEMETERY, OR ONE OWNED BY THE FEDERAL GOVERNMENT?

☐ YES ☐ NO

17C. WAS THE VETERAN BURIED IN A STATE VETERANS CEMETERY?

☐ YES ☐ NO

18A. DID A FEDERAL/STATE GOVERNMENT OR THE VETERAN'S EMPLOYER CONTRIBUTE TO THE BURIAL?

☐ YES ☐ NO *(If "Yes," complete Item 18B)*

18B. AMOUNT OF GOVERNMENT OR EMPLOYER CONTRIBUTION

\$

**PART V - CLAIM FOR TRANSPORTATION REIMBURSEMENT**19. EXPENSES INCURRED FOR THE TRANSPORTATION OF THE VETERAN'S REMAINS FROM THE PLACE OF DEATH TO THE FINAL RESTING PLACE  
*(Attach itemized receipts)*

\$

**PART VI - CERTIFICATION AND SIGNATURE**

I CERTIFY THAT the foregoing statements made in connection with this application on account of the named veteran are true and correct to the best of my knowledge and belief.

20A. SIGNATURE OF CLAIMANT *(Sign in ink) (If signed using an "X", complete Items 22A thru 23B) (If signing for firm, corporation, or State agency, complete Items 20B thru 21)*20B. OFFICIAL POSITION OF PERSON SIGNING ON BEHALF OF FIRM, CORPORATION OR STATE AGENCY *(Please sign in ink.)*

21. FULL NAME AND ADDRESS OF THE FIRM, CORPORATION, OR STATE AGENCY FILING AS CLAIMANT

**WITNESS TO SIGNATURE IF MADE BY "X"**

NOTE - If claimant signed above using an "X", signature must be witnessed by two persons to whom the person making the statement is personally known, and the signatures and addresses of such witnesses must be shown below.

22A. SIGNATURE OF WITNESS *(Sign in ink.)*

22B. ADDRESS OF WITNESS

23A. SIGNATURE OF WITNESS *(Sign in ink.)*

23B. ADDRESS OF WITNESS

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.

**DEPARTMENT OF VETERANS AFFAIRS HEADSTONES AND MARKERS**

The Department of Veterans Affairs will furnish, upon request, a Government headstone or marker at the expense of the United States for the unmarked graves of certain individuals eligible for burial in a national cemetery, but not buried there. These individuals may include any veterans with an other than dishonorable discharge who dies after service or any servicemember who dies on active duty. Certain other individuals may also be eligible for the headstone or marker. Headstones or markers for all individuals in a national or post cemetery are furnished automatically without request from the family.

For additional information on burial benefits go to the web site, [www.cem.va.gov/bbene\\_burial.asp](http://www.cem.va.gov/bbene_burial.asp). To obtain VA Form 40-1330, Application for Standard Government Headstone or Marker go to [www.va.gov/vaforms](http://www.va.gov/vaforms) or contact your local VA regional office. The address of that office can be found at to [www.va.gov/directory](http://www.va.gov/directory).



## SECTION VIII

# APPLICATION FOR MILITARY RECORDS REQUESTS (NARA STANDARD FORM 180)





## INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

**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: unmarried 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](mailto: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.**





## 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? ☐ NO ☐ YES - MUST provide Date of Death if veteran is deceased: \_\_\_\_\_

7. DID THIS PERSON RETIRE FROM MILITARY SERVICE? ☐ NO ☐ 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. ☐ I am the MILITARY SERVICE MEMBER OR VETERAN identified in Section I, above.  
☐ I am the DECEASED VETERAN'S NEXT-OF-KIN (MUST submit Proof of Death. See item 2a on instruction sheet.)

(Relationship to deceased veteran)

#### 3. SEND INFORMATION/DOCUMENTS TO:

(Please print or type. See item 4 on accompanying instructions.)

Name

Street

Apt.

City

State

Zip Code

- ☐ I am the VETERAN'S LEGAL GUARDIAN (MUST submit copy of Court Appointment) or AUTHORIZED REPRESENTATIVE (MUST submit copy of Authorization Letter or Power of Attorney)  
☐ OTHER

(Specify type of Other)

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.)

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 (RDTIR) 780 Pennsylvania Avenue NW Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center ATTN: Release of Information P.O. Box 5820 St. Louis, MO 63115-5820
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: <a href="https://www.hrc.army.mil/TAGD/Accessing%20or%20Requesting%20Your%20Official%20Military%20Personnel%20File%20Documents">https://www.hrc.army.mil/TAGD/Accessing%20or%20Requesting%20Your%20Official%20Military%20Personnel%20File%20Documents</a> 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 <a href="mailto:MR_CustomerService@uscg.mil">MR_CustomerService@uscg.mil</a>	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 63138-1802  eVetRecs: <a href="http://www.archives.gov/veterans/military-service-records/">http://www.archives.gov/veterans/military-service-records/</a>
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		

**Please be advised that the Veteran benefit forms are up to date as of February 2019.**

**For the most up-to-date forms, please go to:**

**[http://www.va.gov/vaforms/search\\_action.asp](http://www.va.gov/vaforms/search_action.asp)**

**Use the Search VA Forms tab for a keyword search.**

