

# GENERAL INFORMATION SHEET

## APPLICATION FOR STANDARD GOVERNMENT HEADSTONE OR MARKER FOR INSTALLATION IN A PRIVATE OR STATE VETERANS' CEMETERY

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average one-fourth hour 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. 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 (005E3), 810 Vermont Avenue, NW, Washington, DC 20420. Please DO NOT send applications for benefits to this address.

### BENEFIT PROVIDED

#### a. HEADSTONE OR MARKER

*For deaths occurring on or after September 11, 2001* - Furnished upon application for the grave of any eligible deceased veteran. Will be provided regardless of whether the grave is already marked with a privately purchased headstone or marker. Applicant may be anyone having knowledge of deceased.

*For deaths occurring before September 11, 2001* - Furnished upon application for the UNMARKED GRAVE of any eligible deceased veteran. The individual must certify the grave is unmarked and a Government headstone or marker is preferred to a privately purchased headstone or marker. A grave is considered marked if a monument displays the decedent's name and date of birth and/or death, even though the veteran's military data is not shown. Applicant may be anyone having knowledge of the deceased.

b. MEMORIAL HEADSTONE OR MARKER - Furnished upon application for installation in a cemetery only to commemorate any eligible veteran whose remains have not been recovered or identified, were buried at sea, donated to science, or cremated and the remains scattered; may not be used as a memento. Check box in block 3 and explain in block 27. Applicant may be anyone having knowledge of deceased.

WHO IS ELIGIBLE - Any deceased veteran discharged under conditions other than dishonorable. A copy of the deceased veteran's discharge certificate (DD Form 214 or equivalent) or a copy of other official document(s) establishing military service must be attached. 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; a copy of the Reserve Retirement Eligibility Benefits Letter must accompany the application. Reservists called to active duty 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.

### HOW TO APPLY

FAX applications and supporting documents to 1-800-455-7143.

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

MAIL applications to: Memorial Programs Service (402E)  
Department of Veterans Affairs  
810 Vermont Avenue, NW  
Washington, DC 20420-0001

*A Government headstone or marker may be furnished only upon receipt of a fully completed and signed application with required supporting documentation.*

SIGNATURES REQUIRED - The person responsible for the information on this form signs in block 17; the person agreeing to accept delivery (consignee) in block 22, and 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 21 is required. Entries of "None," "Not Applicable," or "NA" cannot be accepted. State Veterans Cemeteries are not required to complete blocks 17, 18, 22 and 23.

ASSISTANCE NEEDED - If assistance is needed to complete this application, 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 application. Use block 27 for any clarification or other information you wish to provide. 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 to mps.headstones@mail.va.gov. For more information regarding headstones and markers visit our website at [www.cem.va.gov](http://www.cem.va.gov)

INSTALLATION - The Government is not responsible for costs to install the headstone or marker in private cemeteries.

TRANSPORTATION AND DELIVERY OF MARKER - The headstone or marker is shipped without charge to the consignee designated in block 19 of the application. The delivery will not be made to a Post Office box. The consignee should be a business with full delivery address and telephone number. If the consignee is not a business explain fully in block 27. For delivery to a Rural Route address, you must include a daytime telephone number including area code in block 20. If you fail to include the required address and telephone number information, we cannot deliver the marker.

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 application. Mistakes cannot be corrected after a headstone or marker has been ordered. Headstones or markers furnished remain the property of the United States Government and may not be used for any purpose other than to honor the memory of the decedent for whom the headstone or marker is issued.

DETACH AND RETAIN THIS GENERAL INFORMATION SHEET FOR YOUR RECORDS.

