

WILL INFORMATION and CLIENT WORKSHEET

Provided by the
Legal Assistance Branch, MLCP(II)
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Introduction: This packet has two major purposes. First, it should provide you with information to assist you in determining what will happen to your property after your death. Second, it helps you provide the information needed by the MLCP Legal Assistance Branch to prepare your will.

Answers to Common Questions About Wills:

A. **WHAT IS A WILL?** A will is a written document that allows you to determine how your assets and property subject to probate will be distributed upon your death. It also allows you to determine who will be responsible for the care of your minor children and the management of their money should both you and your spouse die.

B. **WHAT WILL HAPPEN TO MY PROPERTY IF I DIE WITHOUT A WILL?** If you die without a will, your property will be distributed in accordance with state intestacy laws. Normally, the property will go to your spouse and/or your children, your parents, brothers and sisters, nieces and nephews, and other close relatives. Your friends, former spouse, or favorite charity would not get anything. The surviving member of an unmarried couple will not be protected. Only if you have no living relatives, will your property will go to the state – and then even if you have friends or a companion you want to inherit.

C. **KEEP IN MIND** that some property is NOT covered by a will.

1. Money from your life insurance policy will go to the people you've named as beneficiaries on the policy no matter whom you've chosen as heirs in your will.

2. You may own real estate, cars, bank accounts and other property with another person or persons as joint tenants with right of survivorship or as tenants by the entirety. Your joint tenants will usually inherit your share no matter whom you've named as heirs in your will.

3. In 10 community property states, the money, real estate and other objects you and your spouse acquire during your marriage are called community property. You own this property equally, no matter who earns the most. Therefore, your will *cannot* include your spouse's half of the community property, only your half.

4. Money from your retirement plan will go to the people you've named in your plan, with or without a will.

D.

1. Instructions for organ donation and burial are not put into your will.
2. THE CLIENT MUST ENSURE THAT BENEFICIARIES ARE CORRECTLY NAMED ON INSURANCE POLICIES AND ANY OTHER PAYABLE ON DEATH ACCOUNTS WHICH PASS OUTSIDE A WILL.
3. Due to potential conflict of interest issues, and state laws regarding the execution of a will, our attorney will only see husbands and wives separately, unless a conflict waiver has been granted.
4. YOU MUST INFORM THE LEGAL ASSISTANCE ATTORNEY IF:
 - a. YOU ARE EXPECTING A CHILD, OR
 - b. THE TOTAL VALUE OF ALL YOUR ASSETS INCLUDING INSURANCE POLICIES EXCEEDS \$2,000,000. You are **STONGLY** discouraged from obtaining a will from Legal Assistance if the value of your assets exceeds \$2,000,000. A person with such assets needs an estate planning specialist. Without estate planning, the estate may be reduced **SUBSTANTIALLY** by federal estate taxes. Federal estate taxes may be reduced by taking advantage of measures that are beyond the scope of legal assistance, if you insisted on obtaining a will from Legal Assistance against the advice of your lawyer.
5. The client is responsible for reviewing his or her will in the future to determine if the will still satisfies his or her needs. Wills should be reviewed every four or five years and upon change in the status of a beneficiary, executor or guardian. The client **MUST** seek the assistance of a lawyer to change a will.

E. WHAT WILL HAPPEN TO MY CHILDREN IF I DIE WITHOUT A WILL? If the other parent is living, s/he retains full custody of your children. If the other does not survive you, the probate court will appoint a guardian for your children in accordance with the laws of the state. The court will normally appoint the person you have designated in your will, if the person is available. In your will you should provide for a guardian of your choice (someone you know and trust) and at least one alternate who is not your parent.

F. DO I NEED A WILL? You, the client, must answer this question. An attorney can advise you about the relevant law, but you must decide whether you want to distribute your property and care for your heirs by will or by the provisions of the intestacy laws of your state. For some people the state intestacy laws are adequate, but for many a well-drafted will is the best way to be sure that property will be given to the right people. It is recommended that you discuss your situation with the legal assistance attorney before making a decision. Having a will may save your heirs time and money later.

G. HOW SHOULD I DISPOSE OF MY PROPERTY? You must also answer this question. An attorney will give you legal advice about your chosen disposition, but ultimately you decide how to dispose of your property. Wills for married people who have children typically provide that in the event of one spouse's death, all property passes to the other spouse; in the event that the person making the will is not survived by his/her spouse, all property goes to the children and/or grandchildren, perhaps in trust.

H. YOU AND YOUR SPOUSE MUST EACH HAVE A SEPARATE WILL. Ethical guidelines prohibit one attorney from counseling both spouses regarding even separate wills, unless both spouses sign a

waiver of confidentiality and request dual representation by the same attorney. You should request our form titled "To All Married Couples Requesting Wills" and please do not schedule an appointment for both you and your spouse until you and your spouse read and sign this waiver. Without the signed waiver, the MLCP Legal Assistance Branch can only prepare a will of one spouse, not both.

I. WHEN SHOULD I CHANGE MY WILL? You should check your will after every marriage, divorce, birth or death in your family. You should change your will with any major changes in the circumstances of your life. We also recommend that you have your will reviewed every few years to ensure that it is adequate to handle your present needs. The wills prepared by the Legal Assistance Office have no provisions to save your estate from federal estate taxes and state taxes. *Should the size of your estate be such that it is subject to federal estate taxes* or should it increase so that it is subject to federal estate taxes you will be referred to an estate planning specialist in your state of domicile.

J. DO I NEED OTHER ESTATE PLANNING DOCUMENTS? The legal assistance attorney will discuss your estate planning needs and goals with you. MLCP does not provide estate planning for estates subject to federal estate taxes. However, there are other estate planning considerations you may want to discuss with the attorney to include: planning for disabled children; probate; probate avoidance; titles to assets; use of totten trusts; testamentary trusts; *inter vivos* trusts; advance medical directives (both directives to physicians and durable powers of attorney for health care); and powers of attorney. *In 2010 the laws for capital gains due for the sale of inherited assets are set to change, and you are advised to maintain documentation for the basis of all assets that you own. If your heirs cannot document your basis, the IRS will assign zero as the basis.* A zero basis could easily increase the amount of capital gains tax due should your heirs sell the inherited asset. Please tell your legal assistance attorney if you need additional information regarding any of these subjects. 02/06

Privacy Act Statement

Atty: _____ Disk: _____

1. AUTHORITY-10 U.S.C. Section 3012
2. PURPOSE-Obtain basic information necessary in the preparation of wills.
3. ROUTINE USES-Information will be used to prepare wills for service members, their dependents, retired service members and their dependents. After the will is prepared in accordance with the information provided on the questionnaire, the questionnaire may be destroyed or kept in the attorney's confidential client files.
4. DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION-Disclosure of the requested information is voluntary. However, without the requested information, the attorney cannot prepare the legal documents desired.

I. PERSONAL INFORMATION

Legal Name: _____
(First) (Middle) (Last)

Also Known As: _____

Will Domicile: _____ Social Security Number: _____
(State of Legal Residence)

Local Address: _____
Work Phone _____ Home Phone _____

Status (circle one): Active Duty Member Spouse of Active Duty Member Other

(Circle one): I HAVE / HAVE NOT Served in the Military

Marital Status: _____ Single _____ Married _____ Divorced _____ Separated
Do you have a pre-marital or post-marital agreement? _____ Are you and your spouse U.S. citizens? _____ Have you ever signed a domestic partnership agreement of any type? _____

Spouse's Legal Name: _____
(First) (Middle) (Last)

Also Known As: _____

Full Legal Names of all your Children (Specify if a stepchild, by former marriage, deceased or illegitimate)

_____ AGE _____

_____ AGE _____

_____ AGE _____

Do you want to provide for any children that may be born to or adopted by you in the future?

Yes No Do you have frozen embryos? Yes No

If you are providing for any children in your will, do you want the definition of the term "children" to exclude stepchildren? Stepchildren do not generally inherit from stepparents.

Exclude Stepchildren Include Stepchildren

NOTE: You will name a Personal Representative, and possibly a Trustee and Guardian. Each of these fiduciaries is described below. Please consider naming someone other than or in addition to your parents, as your parents may not survive you.

II. PERSONAL REPRESENTATIVE

A PERSONAL REPRESENTATIVE is the person you want to handle your affairs upon your death. This person must be an adult. Please list your first choice (usually your spouse) and one, but preferably two alternates, in the event that the first choice is unable to serve. Local law may require that the person be a state resident. You should name at least one alternate who is not your parent.

PERSONAL REPRESENTATIVE:

(Name and Relationship) (State of Residence)
First alternate PERSONAL REPRESENTATIVE:

(Name and Relationship) (State of Residence)
Second alternate PERSONAL REPRESENTATIVE:

(Name and Relationship) (State of Residence)

III. DISPOSITION OF PROPERTY

A. General Information. This section allows you to specify who will receive your property. Any person to whom you leave property is a beneficiary. Normally, you will name a primary beneficiary who will receive your property if s/he survives you and a contingent beneficiary who will receive your property in case the primary beneficiary does not survive you.

B. Specific Bequests. You can specify that a particular piece of property be given to a particular person. This is a specific bequest. You are not required to make specific bequests, but if you would like to, you may. Specific bequest may require the will to be probated.

For specific bequests list: Name of Beneficiary/Age/Address/Description of Item

1. _____
2. _____
3. _____

C. General Bequests. Once you make your specific bequests, or if you are not making any specific bequests, you can name one or more persons to receive the rest of your property. This is a general bequest. If you are making a general bequest to your spouse, just write, "spouse" on the appropriate line. If you are making a general bequest to your children for them to share equally in case of your spouse's death, just write children on the appropriate line. For all other general beneficiaries, provide the information as indicated below.

Note: Gifts and bequests to children and/or heirs can be made in several ways, depending upon your desires. One of the most common methods is to leave a gift to your children which provides that if a child does not survive you, then that child's portion of your estate goes to your grandchildren of that child. This is called "by right of representation" or *per stirpes*. The second most common method is to give a gift to your children, but should a child not survive you, then, that child's share does not go to your grandchildren of that child, but to your other living children. This method of distribution is called *per capita*. There are other methods of distribution and the attorney will discuss these with you and ask you for your preference.

A PRINCIPAL BENEFICIARY is the person or persons you wish to inherit your property upon your death. If your choice is your spouse, simply write, "spouse."

(Name and Relationship)

(State of Residence)

A CONTINGENT BENEFICIARY is the person or persons you wish to inherit your property in the event that the principal beneficiary does not survive you. If your choice is your children, simply write "children."

(Name and Relationship)

(State of Residence)

(Name and Relationship)

(State of Residence)

IV. TRUST

A Testamentary TRUST can be established in your will to provide for children, and may be required in some instances. If you are unsure whether you want or need a trust, you should discuss this matter with your attorney. If you wish to set up a trust, you must specify the age at which you want the property to be distributed, and list your primary and alternate choices for trustee. You should list at least one person who is not your parent.

AGE OF DISTRIBUTION
TO CHILDREN: _____

SEPARATE TRUST FOR
EACH CHILD: _____

ONE TRUST FOR
ALL CHILDREN: _____

TRUSTEE: _____
(Name and Relationship) (State of Residence)

ALTERNATE
TRUSTEE: _____
(Name and Relationship) (State of Residence)

V. GUARDIAN

A GUARDIAN is the person you want to care for your children if both you and their other parent die while they are minors. Unless specified otherwise (e.g. in a trust), this person will also manage any money or property left to the children, subject to supervision by the Probate Court. Local law may require that the person be a state resident.

GUARDIAN: _____
(Name and Relationship) (State of Residence)

ALTERNATE
GUARDIAN: _____
(Name and Relationship) (State of Residence)

VI. ADVANCE MEDICAL DIRECTIVES (AMDs)

Do you want a DURABLE POWER OF ATTORNEY FOR HEALTH CARE?

Yes: _____ No: _____

Do you want a DIRECTIVE TO PHYSICIANS to terminate certain kinds of medical treatment if you are terminally ill?

Yes: _____ No: _____

VII. ASSETS (Complete List)

This list of assets must be completed before you schedule an appointment to prepare your will, and you must bring this information to your interview with the attorney. If it is not completed you cannot schedule an appointment and a will cannot be prepared for you.

For all assets describe the manner in which title () is held. Abbreviate as follows:
 C.P. = Community Property; C.P.S. = Community Property with Right of Survivorship; J.T. = Joint Tenants; J.T.S.= Joint Tenancy with Right of Survivorship; J.T.E. = Joint Tenants by the Entirety; T.C. = Tenants in Common; N.A. = Your Name Alone; O = Other (describe the title and bring the title document to your appointment)

At the time of your death, your executor will be able to administer your estate more efficiently if s/he has a list of your property. The following section will help you create such a list. Additionally, the attorney preparing your will needs this information to evaluate your estate and to advise you regarding distribution plans. Without this information the attorney cannot advise you or prepare your will.

A. Real Property (Land and Buildings) – List All

Current Fair Market Value & Balance on Mortgage	Location	Description of Title*
_____	_____	_____
_____	_____	_____

B. Bank Accounts/CDs/IRAs – List All

Bank Name	Current Balance	Type of Account & Title*
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Stocks/Bonds/Mutual Funds - List All

Company	Value	Title*
_____	_____	_____
_____	_____	_____

D. All Life Insurance on Your Life

Company	Value	Beneficiaries
_____	_____	_____
_____	_____	_____
_____	_____	_____

E. All Life Insurance on Your Spouse's Life

Company	Value	Beneficiaries
_____	_____	_____

F. All Retirement Funds

Company	Value	Beneficiaries
_____	_____	_____
_____	_____	_____

G. All Other Assets & Debts and Their Value
(Example: Cars, furniture, jewelry, and trusts)

Describe Assets:	Value
_____	_____
_____	_____
_____	_____

Describe Debts:

H. Do You Expect to Receive Additional Property or Money by:

A. Gift? ___ Amount? _____ B. Inheritance? ___ Amount? _____ C. Lawsuit or Other? ___ Amount? _____

I. You Must Bring These Documents to Your Appointment:

A. Current Will and/or Trust _____ B. Any court orders, divorce decrees, pre-marital agreements affecting any of your current or future property to include life insurance, pension benefits, etc. _____ C. Title to any asset which is a question _____.

Asset Inventory -Detach from this will questionnaire and give this to your Personal Representative with a copy of your will.

NAME: _____

SOCIAL SECURITY NUMBER: _____

EMPLOYER and ADDRESS: _____

My Doctor: _____

address/phone: _____

My Lawyer: _____

address/phone: _____

My Accountant: _____

address/phone: _____

My Minister: _____

address/phone: _____

Other: _____

address/phone: _____

My valuable papers and assets are stored in these locations:

A. RESIDENCE: _____
Address (plus where to look)

B. SAFE-DEPOSIT BOX: _____
Bank Address

C. OFFICE: _____
Address (plus where to look)

D. _____

E. _____

F. _____

Documentation for Basis of Assets	A	B	C	D	E	F
Certificates of deposit	A	B	C	D	E	F
Checkbooks	A	B	C	D	E	F
Savings passbooks	A	B	C	D	E	F
Stock certificates & other security records	A	B	C	D	E	F
Income tax returns	A	B	C	D	E	F
Titles & deeds to real estate & land	A	B	C	D	E	F
Title insurance	A	B	C	D	E	F
Notes & other loan agreements, including mortgages	A	B	C	D	E	F
Auto ownership records	A	B	C	D	E	F
Birth certificate	A	B	C	D	E	F
Military discharge papers	A	B	C	D	E	F
Marriage certificate	A	B	C	D	E	F
Children's birth certificates	A	B	C	D	E	F
Divorce/separation documents	A	B	C	D	E	F
Names and addresses of relatives/friends	A	B	C	D	E	F
Directive to Physician	A	B	C	D	E	F
My will (original)	A	B	C	D	E	F
My will (copy)	A	B	C	D	E	F
Powers of attorney	A	B	C	D	E	F
My burial instructions	A	B	C	D	E	F
Spouse's will (original)	A	B	C	D	E	F
Spouse's will (copy)	A	B	C	D	E	F
Spouse's burial instructions	A	B	C	D	E	F
Document appointing children's guardian	A	B	C	D	E	F
Trust agreements	A	B	C	D	E	F
Life insurance, group	A	B	C	D	E	F
Life insurance, individual	A	B	C	D	E	F
Other death benefits	A	B	C	D	E	F
Property and casualty insurance	A	B	C	D	E	F
Health insurance policy	A	B	C	D	E	F
Car insurance policy	A	B	C	D	E	F
Employment contracts	A	B	C	D	E	F
List of checking and savings accounts	A	B	C	D	E	F
Bank statements, cancelled checks	A	B	C	D	E	F
List of credit cards	A	B	C	D	E	F
Other:						
Advance Medical Directives	A	B	C	D	E	F
_____	A	B	C	D	E	F
_____	A	B	C	D	E	F

GLOSSARY TO ASSIST YOU IN FILLING OUT WILL WORKSHEET

Basic Definitions and Terminology

Will: Document that will direct how you want your property distributed upon your death. SGLI is not paid out through your will. The will can be changed or revoked by the individual at any time by executing a new will and physically destroying the old document.

Testator: You (the deceased person who made the will).

Bequest: Property given to a beneficiary in your will.

Beneficiary: Person you name in your will to receive property.

Heir: Person who takes your property according to state law if no will exists at the time of death. It is a myth that "the state" takes your property if you do not have a will.

Executor/Personal Representative: Person you name in your will to carry out the directions in your will. You should name an executor. If you do not, the court will appoint one.

Children: Can include adopted children, your children born after your death if you die while your wife is pregnant, and stepchildren (the natural born or adopted children of a person's spouse). A relationship by legal adoption is treated the same as a relationship by blood for purposes of taking property under a will.

Issue: These are descendants (by birth or adoption); in most cases, issue is your children and your children's children.

Legal Guardian: Person you name to take care of your children. You can name "co-guardians" in your will. Co-guardians must agree on decisions regarding your child.

Bond: A written promise to pay money if certain circumstances occur, such as that sometimes filed by an executor or trustee or guardian, to ensure a faithful performance by the person under bond.

Accounting: A report of all items of property, income, and expenses prepared by an executor, trustee or guardian and given to heirs, beneficiaries, and the probate court.

per stirpes- The most common way to distribute property. If a child dies, that child's share is divided among his or her children rather than your other primary beneficiaries. For example, if all three of your children survive you (i.e. live longer than you), then each would get one-third of your property. If, however, one of the children has died before you, his or her one-third share would be divided among his or her children if he or she had any.

per capita- This distribution may have the effect of cutting off grandchildren because property will be evenly distributed among children who are living when you die. For example, assume that you have three children as above but your will calls for a per capita distribution. If one of your children dies before you, then your other two children would receive a one-half share of your estate and your deceased child's children would receive nothing. In this example, the only way that grandchildren will receive anything at all is if all of your children have died with you or before you.

<i>Per Stirpes</i>	<i>Per Capita</i>
YOU die. If married at death, SPOUSE also dies or is not a beneficiary. You had	Same situation

two children, John and Jane. John has also died, but has son, Johnny Jr.	
<u>ESTATE GOES</u>	<u>ESTATE GOES</u>
John (0%-deceased) Jane (50%)	John (0%-deceased) Jane (100%)
<u>Grandchildren</u> Johnny Jr. (50%)	<u>Grandchildren</u> Johnny Jr. (0%)

<i>Per Stirpes</i>	<i>Per Capita</i>
YOU die. If married at death, SPOUSE also dies or is not a beneficiary. You had two children, John and Jane. John has also died, but has son, Johnny Jr. Jane has also died, but had two daughters, Mary and Julie.	Same Situation.
<u>ESTATE GOES</u>	<u>ESTATE GOES</u>
John (0%-deceased) Jane (0%-deceased)	John (0%-deceased) Jane (0%- deceased)
<u>Grandchildren</u> Johnny Jr. (50%) Mary (25%) Julie (25%)	<u>Grandchildren</u> Johnny Jr. (33%) Mary (33%) Julie (33%)

Please read the instructions before completing this form.

Servicemembers' Group Life Insurance Election and Certificate

Use this form to: (check all that apply)

- Name or update your beneficiary
- Reduce the amount of your insurance coverage
- Decline insurance coverage

Important: This form is for use by Active Duty and Reserve members. This form does not apply to and cannot be used for any other Government Life Insurance.

Last name SMITH	First name BRIAN	Middle name LYNDELL	Rank, title or grade	Social Security Number 123-45-6789
Branch of Service (Do not abbreviate) United States Army		Current Duty Location Camp Blanding, Florida		

Amount of Insurance

By law, you are automatically insured for \$250,000. **If you want \$250,000 of insurance**, skip to *Beneficiary(ies) and Payment Options*. **If you want less than \$250,000** of insurance, please check the appropriate block below and write the amount desired and your initials. Coverage is available in increments of \$10,000. **If you do not want any insurance***, check the appropriate block below and write (in your own handwriting), "I do not want insurance at this time."

- I want coverage in the amount of \$ _____ Your initials _____
- _____

(Write "I do not want insurance at this time.")

*Note: Reduced or refused insurance can only be restored by completing form SGLV 8286 with proof of good health and compliance with other requirements and will also affect the amount of VGLI you can convert to upon separation from service.

Beneficiary(ies) and Payment Options

I designate the following beneficiary(ies) to receive payment of my insurance proceeds. I understand that the principal beneficiary(ies) will receive payment upon my death. If all principal beneficiaries predecease me, the insurance will be paid to the contingent beneficiary(ies).

Complete Name (first, middle, last) and Address of each beneficiary	Social Security Number (if known)	Relationship to you	Share to each beneficiary (Use %, \$ amounts or fractions)	Payment Option (Lump sum or 36 equal monthly payments)
Principal				
1. Jane Smith, if predecease to Contingent 1.		wife	100%	lump
2.				
Contingent				
1. Trustee of the trust in my will for the benefit of my children. If no trust to those children equally.		trustee	100%	lump
2.				
3.				

I HAVE READ AND UNDERSTAND the instructions on pages 2 and 3 of this form. I ALSO UNDERSTAND that:

- This form cancels any prior beneficiary or payment instructions.
- The proceeds will be paid to beneficiaries as stated in #6 on page 3 of this form, unless otherwise stated above.
- If I have legal questions about this form, I may consult with a military attorney at no expense to me.
- I cannot have combined SGLI and VGLI coverages at the same time for more than \$250,000.

SIGN HERE IN INK _____ Date: _____
(Your signature. Do not print.)

Do not write in space below. For official use only.

WITNESSED AND RECEIVED BY:	RANK, TITLE OR GRADE	ORGANIZATION	DATE RECEIVED
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+ deed to real property

APPOINTMENT POLICY FOR COUPLES SEEKING WILLS:

Should you need to cancel your appointment, we require a week and a half advanced notice. This allows us to use the 2.5 hour time period we've set aside for other members who require assistance. Please be advised that if the cancellation does not occur within this time frame (barring unexpected deployments) we will have to book your next appointment two months from the date of cancellation. **Thank you for your understanding.**

I have read and agree with the above stated policy:

_____ (member) _____ (spouse)

GENERAL INFORMATION SHEET

APPLICATION FOR STANDARD GOVERNMENT HEADSTONE OR MARKER FOR INSTALLATION IN A PRIVATE CEMETERY OR A 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 or not the grave is already marked with a privately purchased headstone or marker. Applicant may be anyone having knowledge of the 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 28 and explain in block 27. Applicant may be anyone having knowledge of the 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 (41A1)**
Department of Veterans Affairs
5109 Russell Road
Quantico, VA 22134-3903

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 at mps.headstones@va.gov. For more information regarding headstones and markers visit our website at 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.

ILLUSTRATIONS OF STANDARD GOVERNMENT HEADSTONES AND MARKERS

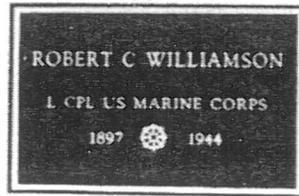
UPRIGHT HEADSTONE
WHITE MARBLE OR
LIGHT GRAY GRANITE



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.

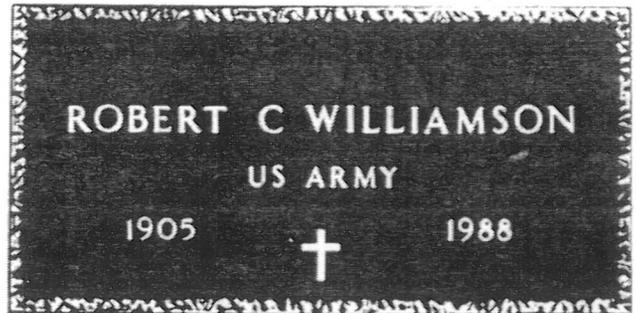
NOTE: Civil War Era headstones - In addition to the headstone and markers pictured, two special styles of upright headstones are available for those who served with Union Forces during the Civil War or for those who served in the Spanish-American War, and another for those who served with the Confederate States of America during the Civil War. Requests for these special styles should be made in block 27 of the application. It is necessary to submit detailed documentation that supports eligibility.

BRONZE NICHE



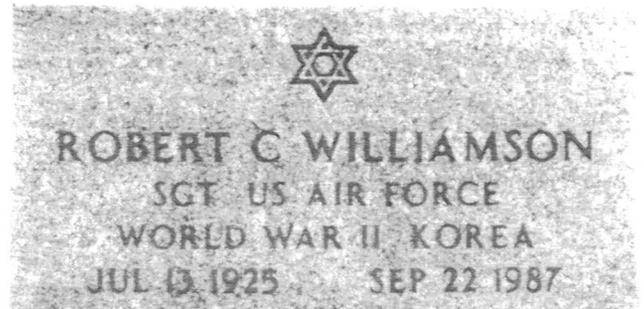
This niche marker is 8-1/2 inches long, 5-1/2 inches wide, with 7/16 inch rise. Weight is approximately 3 pounds; mounting bolts and washers are furnished with the marker. For use if entombment is in a columbarium or mausoleum, or to supplement a private monument, for deaths occurring on or after September 11, 2001.

FLAT MARKERS
BRONZE



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 OR WHITE MARBLE



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.

INSCRIPTION INFORMATION

MANDATORY ITEMS of inscription at Government expense are: Legal Name, Branch of Service, Year of Birth, and Year of Death. 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), and by exception, 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.

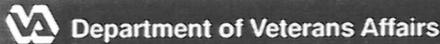
OPTIONAL ITEMS are identified on the application in boxes with bold outlines. These items may be included at Government expense if desired. Optional items include month and day of birth in block 5A, month and day of death in block 5B, highest rank attained in block 7, awards in block 9, war service in block 10, and emblem of belief in block 12. 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, i.e. Vietnam may be inscribed if the veteran served during the Vietnam War period, even though the individual never served in Vietnam itself. Supporting documentation must be included with the application if you wish to include the highest rank and/or awards.

RESERVED SPACE for future inscriptions at private expense, such as spousal or dependent data, is allowed if requested in block 27 and if space is available. Only two lines of space may be reserved on flat markers due to space limitations. Reserved space is unnecessary on upright marble or granite headstones as the reverse side is available for future inscriptions.

MEMORIAL HEADSTONES AND MARKERS (remains are not buried). The words "In Memory Of" are mandatory and precede the authorized inscription data. The words "In Memory Of" are not inscribed when remains are buried.

ADDITIONAL ITEMS may be inscribed at government expense if they are requested on the initial application and space is available. Examples of acceptable items include 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 should be stated in block 27, and are subject to VA approval. No graphics, emblems or pictures are permitted except VA approved emblems of belief, the Medal of Honor, and the Southern Cross of Honor for Civil War Confederate Veterans.

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



IMPORTANT: Please read the General Information Sheet before completing this form. Type or print clearly all information except for signatures. Illegible printing could result in an incorrect headstone or marker or delivery. *Blocks outlined in bold are optional inscription items. Unless indicated otherwise all other blocks must be completed. MILITARY DISCHARGE DOCUMENTS OR RELATED SERVICE INFORMATION IS REQUIRED.*

1. TYPE OF REQUEST

- INITIAL (First time) REQUEST
- SECOND REQUEST
- CORRECTED APPLICATION OR REPLACEMENT

2. NAME OF DECEASED TO BE INSCRIBED ON HEADSTONE OR MARKER (NO NICKNAMES OR TITLES PERMITTED)

FIRST (Or Initial)	MIDDLE (Or Initial)	LAST	SUFFIX
--------------------	---------------------	------	--------

3. GRAVE IS:

- CURRENTLY MARKED (with privately purchased marker)
- NOT MARKED

VETERAN'S SERVICE AND IDENTIFYING INFORMATION (Use numbers only, e.g., 05-15-1941)

4. VETERAN'S SOCIAL SECURITY NO. OR SERVICE NO. (Failure to complete will delay processing.)

SSN: _____ OR SVC. NO.: _____

PERIODS OF ACTIVE MILITARY DUTY (For additional space use Block 27)

6A. DATE(S) ENTERED			6B. DATE(S) SEPARATED		
MONTH	DAY	YEAR	MONTH	DAY	YEAR

5A. DATE OF BIRTH

5B. DATE OF DEATH

MONTH	DAY	YEAR	MONTH	DAY	YEAR

7. HIGHEST RANK ATTAINED (No pay grades)

8. BRANCH OF SERVICE (Check applicable box(es) - must be consistent with rank in Box 7)

- | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ARMY | NAVY | CORPS | COAST GUARD | AIR FORCE | AIR FORCES | MERCHANT MARINE | OTHER (Specify) |
| <input type="checkbox"/> |

9. VALOR OR PURPLE HEART AWARD(S) (Documentation must be provided)

- | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| MEDAL OF HONOR | DST SVC CROSS | NAVY CROSS | AIR FORCE CROSS | SILVER STAR | BRONZE STAR MEDAL | PURPLE HEART | OTHER (Specify) |
| <input type="checkbox"/> |

10. WAR SERVICE (Check applicable box(es))

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| WORLD WAR II | KOREA | VIETNAM | PERSIAN GULF | OTHER (Specify) |
| <input type="checkbox"/> |

11. TYPE OF HEADSTONE OR MARKER REQUESTED (Check one)

- | | | | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| FLAT BRONZE | FLAT GRANITE | UPRIGHT MARBLE | FLAT MARBLE | BRONZE NICHE | UPRIGHT GRANITE | NONE |
| <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"/> |

12. DESIRED EMBLEM OF BELIEF

- EMBLEM NUMBER (Specify) (See reverse side of this form for authorized emblems)
- _____

13A. NAME AND MAILING ADDRESS (No., Street, City, State, and ZIP Code) OF PERSON TO CONTACT FOR ADDITIONAL INFORMATION

13B. DAYTIME PHONE NO. OF PERSON TO CONTACT FOR ADDITIONAL INFORMATION

14. E-MAIL ADDRESS (Optional)

15. FAX NO. (Optional)

16. ARE YOU:

- | | |
|---|---|
| <input type="checkbox"/> NEXT OF KIN | <input type="checkbox"/> VETERANS SERVICE OFFICER |
| <input type="checkbox"/> FUNERAL DIRECTOR | <input type="checkbox"/> CEMETERY OFFICIAL |
| <input type="checkbox"/> OTHER (Specify) | |

CERTIFICATION: By signing below I certify the headstone or marker will be installed in the cemetery listed in block 21 at no expense to the Government and all information entered on this form is true and correct to the best of my knowledge.

17. SIGNATURE OF PERSON WHOSE NAME APPEARS IN BLOCK 13A

18. DATE (MM/DD/YYYY)

19. NAME AND DELIVERY ADDRESS OF BUSINESS (CONSIGNEE) THAT WILL ACCEPT PREPAID DELIVERY (No., Street, City, State and ZIP Code); P.O. BOX IS NOT ACCEPTABLE

20. DAYTIME PHONE NO. (Include Area Code)

21. NAME AND ADDRESS OF CEMETERY WHERE GRAVE IS LOCATED (No., Street, City, State and ZIP Code)

CERTIFICATION: By signing below I agree to accept prepaid delivery of the headstone or marker.

22. PRINTED NAME AND SIGNATURE OF PERSON REPRESENTING BUSINESS (CONSIGNEE) NAMED IN BLOCK 19

23. DATE (MM/DD/YYYY)

CERTIFICATION: By signing below I certify the type of headstone or marker checked in block 11 is permitted in the cemetery named in block 21.

24. PRINTED NAME AND SIGNATURE OF CEMETERY OR OTHER RESPONSIBLE OFFICIAL

25. DAYTIME PHONE NO. (Include Area Code)

26. DATE (MM/DD/YYYY)

27. REMARKS (Optional inscription space will vary in size according to the type of marker)

28. CHECK BOX BELOW IF REMAINS ARE NOT BURIED AND EXPLAIN IN BLOCK 27 (e.g., lost at sea, remains scattered, etc.)

- REMAINS NOT BURIED

STATE VETERANS' CEMETERY AND GRAVE LOCATION (Cemetery Use Only)

29. ID CODE

30. SECTION

31. GRAVE NO.

AUTHORIZED EMBLEMS (See block 12)

The graphics shown below are of the 20 most requested emblems of belief for placement on government-furnished headstones/markers. The listing below shows all emblems that may be requested.



(1)
CHRISTIAN



(2)
BUDDHIST



(3)
HEBREW
(Star of David)



(4)
PRESBYTERIAN CROSS



(5)
RUSSIAN ORTHODOX CROSS



(6)
LUTHERAN CROSS



(7)
EPISCOPAL CROSS



(8)
UNITARIAN CHURCH
(Flaming Chalice)



(9)
UNITED METHODIST CHURCH



(10)
AARONIC ORDER CHURCH



(11)
MORMON-ANGEL MORONI



(12)
NATIVE AMERICAN CHURCH
OF NORTH AMERICA



(13)
SERBIAN ORTHODOX



(14)
GREEK CROSS



(17)
MUSLIM
CRESCENT AND STAR



(20)
COMMUNITY OF CHRIST



(21)
SUFISM REORIENTED



(27)
UNITED MORAVIAN CHURCH



(29)
CHRISTIAN CHURCH



(31)
UNITED CHURCH OF CHRIST

EMBLEMS OF BELIEF AVAILABLE:

CHRISTIAN CROSS (01)
 BUDDHIST (Wheel of Righteousness) (02)
 HEBREW (Star of David) (03)
 PRESBYTERIAN CROSS (04)
 RUSSIAN ORTHODOX CROSS (05)
 LUTHERAN CROSS (06)
 EPISCOPAL CROSS (07)
 UNITARIAN CHURCH (Flaming Chalice) (08)
 UNITED METHODIST CHURCH (09)
 AARONIC ORDER CHURCH (10)
 MORMON (Angel Moroni) (11)
 NATIVE AMERICAN CHURCH OF NORTH AMERICA (12)
 SERBIAN ORTHODOX (13)
 GREEK CROSS (14)
 BAHAI (9 Pointed Star) (15)
 ATHEIST (16)
 MUSLIM (Crescent and Star) (17)
 HINDU (18)
 KONKO-KYO FAITH (19)
 WICCA (Pentacle)

COMMUNITY OF CHRIST (20)
 SUFISM REORIENTED (21)
 TENRIKYO CHURCH (22)
 SIECHO-NO-IE (23)
 THE CHURCH OF WORLD MESSIANITY (Izunome) (24)
 UNITED CHURCH OF RELIGIOUS SCIENCE (25)
 CHRISTIAN REFORMED CHURCH (26)
 UNITED MORAVIAN CHURCH (27)
 ECKANKAR (28)
 CHRISTIAN CHURCH (29)
 CHRISTIAN & MISSIONARY ALLIANCE (30)
 UNITED CHURCH OF CHRIST (31)
 HUMANIST EMBLEM OF SPIRIT (32)
 PRESBYTERIAN CHURCH (USA) (33)
 IZUMO TAISHAKYO MISSION OF HAWAII (34)
 SOKA GAKKAI INTERNATIONAL - USA (35)
 SIKH (KHANDA) (36)
 CHRISTIAN SCIENCE (Cross & Crown) (97)
 MUSLIM (Islamic 5 Pointed Star) (98)

This application form is normally updated every two years. 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 <http://www.cem.va.gov/>. You may also request a copy of this list by contacting our Applicant Assistance unit toll free at 1-800-697-6947, or via e-mail at: mps.headstones@va.gov.

Chapter 7

Burial and Memorial Benefits

Eligibility

Veterans discharged from active duty under conditions other than dishonorable and service members who die while on active duty, as well as spouses and dependent children of veterans and active duty service members, may be eligible for VA burial and memorial benefits. The veteran does not have to pre-decease a spouse or dependent child for them to be eligible.

With certain exceptions, active duty service beginning after Sept. 7, 1980, as an enlisted person, and after Oct. 16, 1981, as an officer, must be for a minimum of 24 consecutive months or the full period of active duty (as in the case of reservists or National Guard members called to active duty for a limited duration). Eligibility is not established by active duty for training in the reserves or National Guard.

Reservists and National Guard members, as well as their spouses and dependent children, are eligible if they were entitled to retired pay at the time of death, or would have been if over age 60.

VA national cemetery directors verify eligibility for burial in their cemeteries. A copy of the veteran's discharge document that specifies the period(s) of active duty and character of discharge, along with the deceased's death certificate and proof of relationship to the veteran (for eligible family members) are all that are usually needed to determine eligibility.

Under Section 2411 of Title 38 of the United States Code, certain otherwise eligible individuals found to have committed federal or state capital crimes are barred from burial or memorialization in a VA

national cemetery, and from receipt of government-furnished headstones, markers, burial flags, and Presidential Memorial Certificates.

This chapter contains information on the full range of VA burial and memorial benefits. Readers with questions should contact the nearest national cemetery, listed by state in the VA Facilities section of this book, call 1-800-827-1000, or visit the Web site at <http://www.cem.va.gov/>.

Burial in VA National Cemeteries

Burial in a VA national cemetery is available for eligible veterans, their spouses and dependents at no cost to the family and includes the gravesite, grave-liner, opening and closing of the grave, a headstone or marker, and perpetual care as part of a national shrine. For veterans, benefits also include a burial flag (with case for active duty) and military funeral honors. Family members and other loved ones of deceased veterans may request Presidential Memorial Certificates.

VA operates 125 national cemeteries, of which 65 are open for new casketed interments and 21 are open to accept only cremated remains. Burial options are limited to those available at a specific cemetery but may include in-ground casket, or interment of cremated remains in a columbarium, in ground or in a scatter garden. Contact the nearest national cemetery to determine if it is open for new burials and which options are available.

Six new national cemeteries are scheduled to open in 2008 or 2009 near the cities of Bakersfield, Calif.; Birmingham, Ala.; Greenville, S.C.; Jacksonville, Fla.; Philadelphia, Pa.; and Sarasota, Fla.

The funeral director or the next of kin makes interment arrangements by contacting the national cemetery in which burial is desired. VA normally does not conduct burials on weekends. Gravesites cannot be reserved; however, VA will honor reservations made under previous programs.

Surviving spouses of veterans who died on or after Jan. 1, 2000, do not lose eligibility for burial in a national cemetery if they remarry. Burial of dependent children is limited to unmarried children under 21 years of age, or under 23 years of age if a full-time student at an approved educational institution. Unmarried adult children who become physically or mentally disabled and incapable of self-support before

age 21, or age 23 if a full-time student, also are eligible for burial.

Headstones and Markers

Veterans, active duty service members, retired Reservists, and National Guard service members are eligible for an inscribed headstone or marker for their grave at any cemetery – national, state veterans, or private. VA will deliver a headstone or marker at no cost, anywhere in the world. For certain veterans whose deaths occurred on or after Nov. 1, 1990, VA may provide a government headstone or marker even if the grave is already marked with a private one. Spouses and dependent children are eligible for a government headstone or marker only if they are buried in a national or state veterans cemetery.

Flat markers are available in bronze, granite or marble. Upright headstones come in granite or marble. In national cemeteries, the style chosen must be consistent with existing monuments at the place of burial. Niche markers are available to mark columbaria used for inurnment of cremated remains.

Headstones and markers previously provided by the government may be replaced at the government's expense if badly deteriorated, illegible, vandalized or stolen. To check the status of an application for a headstone or marker for a national or state veterans cemetery, call the cemetery. To check the status of one being placed in a private cemetery, call 1-800-697-6947.

Inscription: Headstones and markers must be inscribed with the name of the deceased, branch of service, and year of birth and death. They also may be inscribed with other markings, including an authorized emblem of belief and, space permitting, additional text including military rank; war service such as "World War II;" complete dates of birth and death; military awards; military organizations; civilian or veteran affiliations; and words of endearment.

Private Cemeteries: To apply for a headstone or marker for a private cemetery, mail a completed VA Form 40-1330 (available at <http://www.va.gov/vaforms/va/pdf/40-1330.pdf>), Application for Standard Government Headstone or Marker, and a copy of the veteran's military discharge document to Memorial Programs Service (41A1), Department of Veterans Affairs, 5109 Russell Rd., Quantico, VA

22134-3903. The application and supporting documents may also be faxed toll free at 1-800-455-7143.

Before ordering, check with the cemetery to ensure that the additional headstone or marker will be accepted. Any placement fee will not be reimbursed by VA.

“In Memory Of” Markers: VA provides memorial headstones and markers, bearing the inscription “In Memory Of” as the first line, to memorialize those whose remains were not recovered or identified, were buried at sea, donated to science or cremated and scattered. Eligibility is the same for regular headstones and markers. There is no fee when the “In Memory Of” marker is placed in a national cemetery. Any fees associated with placement in another cemetery will not be reimbursed by VA.

Presidential Memorial Certificates

Certificates are issued upon request to recognize the military service of honorably discharged deceased veterans. Next of kin, relatives and friends may apply for a certificate by mailing a completed VA Form 40-0247 (available at <http://www.va.gov/vaforms/va/pdf/VA40-0247.pdf>), Presidential Memorial Certificate Request Form, and a copy of the veteran’s military discharge document to Presidential Memorial Certificates (41A1C), Department of Veterans Affairs, 5109 Russell Rd., Quantico, VA 22134-3903. The request form and supporting documents may also be faxed toll free at 1-800-455-7143.

Burial Flags

VA will furnish a U.S. burial flag for memorialization of:

1. Veterans who served during wartime or after Jan. 31, 1955.
2. Veterans who were entitled to retired pay for service in the Reserve or National Guard, or would have been entitled if over age 60.
3. Members or former members of the Selected Reserve who served their initial obligation, or were discharged for a disability incurred or aggravated in line of duty, or died while a member of the Selected Reserve.

Reimbursement of Burial Expenses

VA will pay a burial allowance up to \$2,000 if the veteran’s death is

service-connected. In such cases, the person who bore the veteran's burial expenses may claim reimbursement from VA.

In some cases, VA will pay the cost of transporting the remains of a service-connected veteran to the nearest national cemetery with available gravesites. There is no time limit for filing reimbursement claims in service-connected death cases.

Burial Allowance: VA will pay a \$300 burial and funeral allowance for veterans who, at time of death, were entitled to receive pension or compensation or would have been entitled if they weren't receiving military retirement pay. Eligibility also may be established when death occurs in a VA facility, a VA-contracted nursing home or a state veterans nursing home. In non service-connected death cases, claims must be filed within two years after burial or cremation.

Plot Allowance: VA will pay a \$300 plot allowance when a veteran is buried in a cemetery not under U.S. government jurisdiction if: the veteran was discharged from active duty because of disability incurred or aggravated in the line of duty; the veteran was receiving compensation or pension or would have been if the veteran was not receiving military retired pay; or the veteran died in a VA facility.

The \$300 plot allowance may be paid to the state for the cost of a plot or interment in a state-owned cemetery reserved solely for veteran burials if the veteran is buried without charge. Burial expenses paid by the deceased's employer or a state agency will not be reimbursed.

Military Funeral Honors

Upon request, DOD will provide military funeral honors consisting of folding and presentation of the United States flag and the playing of "Taps." A funeral honors detail consists of two or more uniformed members of the armed forces, with at least one member from the deceased's branch of service.

Family members should inform their funeral directors if they want military funeral honors. DOD maintains a toll-free number (1-877-MIL-HONR) for use by funeral directors only to request honors. VA can help arrange honors for burials at VA national cemeteries. Veterans' service organizations or volunteer groups may help provide honors. For more information, visit <http://www.militaryfuneralhonors.osd.mil/>.

Veterans Cemeteries Administered by Other Agencies

Arlington National Cemetery: Administered by the Department of the Army. Eligibility is more restrictive than at VA national cemeteries. For information, call (703) 607-8000, write Superintendent, Arlington National Cemetery, Arlington, VA 22211, or visit <http://www.arlington-cemetery.org/>.

Department of the Interior: Administers two active national cemeteries – Andersonville National Cemetery in Georgia and Andrew Johnson National Cemetery in Tennessee. Eligibility is similar to VA national cemeteries.

State Veterans Cemeteries: Sixty-nine state veterans cemeteries offer burial options for veterans and their families. These cemeteries have similar eligibility requirements but usually require some residence. Some services, particularly for family members, may require a fee. Contact the state cemetery or state veterans affairs office for information. To locate a state veterans cemetery, visit <http://www.cem.va.gov/cem/scg/lsvc.asp>.