# 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.

**BENEFIT PROVIDED**

**a. HEADSTONE OR MARKER**

***Only for Veterans who died on or after November 1, 1990*** - Furnished for the grave of any eligible deceased Veteran. Will be provided for placement in private cemeteries regardless of whether or not the grave is already 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 the grave is **unmarked. For Veterans that served prior to World War I, a grave is considered marked when a headstone/marker displays the decedent's name only, or if the name was historically documented in a related document, such as by a number that is inscribed on a grave block and is recorded in a burial ledger. For service during and after World War I, a grave is considered marked if a headstone/marker displays the decedent's name and date of birth and/or death, even though the Veteran's military data is not shown.**

**b. MEMORIAL HEADSTONE OR MARKER -** Furnished **for placement in a cemetery only** to commemorate a deceased 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.

**c. MEDALLION -** Eligible 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**.*

**WHO IS ELIGIBLE -** Any deceased Veteran discharged under honorable conditions and any member of the Armed Forces of the United States who dies on active duty. A deceased Veteran discharged under conditions other than honorable may also be eligible. 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 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 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" as the decedent's Next-of-Kin (NOK); a person authorized in writing by the NOK; or a personal representative authorized in writing by the decedent. Written authorization must be included with claim. A notarized statement is not required.

**HOW TO SUBMIT A CLAIM**

**FAX** 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 Programs Service (41B)**
**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 claim with required supporting documentation.*

**SIGNATURES REQUIRED -** The applicant 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 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 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.**

**TRANSPORTATION AND DELIVERY OF MARKER -** The headstone or marker is shipped without charge to the consignee designated in block 19 of the claim. **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. The Government is not responsible for costs to install 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.*

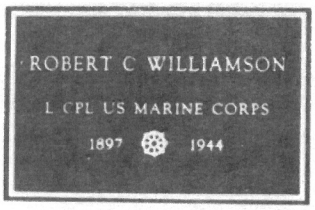
**DETACH AND RETAIN THIS GENERAL INFORMATION SHEET FOR YOUR RECORDS.**

# ILLUSTRATIONS OF STANDARD GOVERNMENT HEADSTONES AND MARKERS

**UPRIGHT HEADSTONE WHITE MARBLE 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.

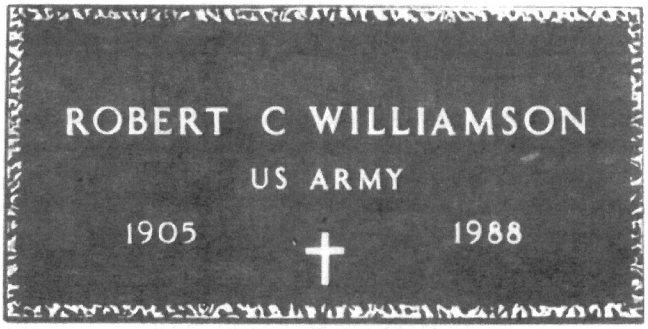
**BRONZE NICHE**




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. 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**




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.

**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 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 provided.

## INSCRIPTION INFORMATION

**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 only inscribed when remains are not available.

**MANDATORY ITEMS** of inscription at Government expense 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.

**OPTIONAL ITEMS** are identified on the claim 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, 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** may be inscribed at Government expense if they are requested on the initial claim and space is available. 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 should be stated in block 27, and are subject to VA approval. No graphics, emblems or pictures are permitted except available emblems of belief, the Medal of Honor, and the Southern Cross of Honor for Civil War Confederates.

**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.

**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.**

Form approved, OMB No. 2900-0222
Expiration Date: Feb. 18, 2017
Respondent Burden: 15 minutes

Department of Veterans Affairs

1. FOR VA USE ONLY

**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 ARE REQUIRED.**

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.
SSN: OR SVC. NO.:

| 5A. DATE OF BIRTH | | | 5B. DATE OF DEATH | | |
|---|---|---|---|---|---|
| MONTH | DAY | YEAR | MONTH | DAY | YEAR |
| | | | | | |

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 |
| | | | | | |
| | | | | | |

**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 ☐ MARINE CORPS ☐ COAST GUARD ☐ AIR FORCE ☐ ARMY AIR FORCES ☐ MERCHANT MARINE ☐ OTHER *(Specify)*

**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)*

**10. WAR SERVICE** ***(Check applicable box(es))***
☐ WORLD WAR II ☐ KOREA ☐ VIETNAM ☐ PERSIAN GULF ☐ OTHER *(Specify)*

11. TYPE OF HEADSTONE OR MARKER REQUESTED *(Check one)*
☐ FLAT BRONZE B ☐ FLAT GRANITE G ☐ UPRIGHT MARBLE U ☐ FLAT MARBLE F ☐ BRONZE NICHE Z ☐ UPRIGHT GRANITE V

**12. DESIRED EMBLEM OF BELIEF**
☐ NONE
☐ EMBLEM NUMBER *(Specify) (See reverse side of this form for available emblems)* _____

13A. NAME AND MAILING ADDRESS OF APPLICANT *(No., Street, City, State, and ZIP Code)*

13B. DAYTIME PHONE NO. OF APPLICANT

14. E-MAIL ADDRESS *(Optional)*

15. FAX NO. *(Optional)*

16. ARE YOU:
☐ NEXT OF KIN *(Specify relationship)* _____
☐ AUTHORIZED REPRESENTATIVE ON BEHALF OF DECEDENT *(Include Written Authorization)*
☐ AUTHORIZED REPRESENTATIVE ON BEHALF OF NEXT OF KIN *(Include Written Authorization)*

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

**PENALTY:** The law provides severe penalties, which include fine or imprisonment, or both, for the willful submission of any statement or evidence of a material fact, knowing it to be false or for the fraudulent acceptance of any benefit to which you are not entitled.

17. SIGNATURE OF APPLICANT

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 *(Additional 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., buried at sea, remains scattered, etc.)*
☐ REMAINS NOT BURIED

29. SECTION/GRAVE NO. *(State Cemetery Only)*

## AVAILABLE EMBLEMS *(See block 12)*

The graphics shown below are of 20 representative emblems of belief for placement on Government-furnished headstones/markers.

(1)
LATIN CROSS

(2)
BUDDHIST

(3)
JUDAISM
(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:

LATIN CROSS (01)
BUDDHIST (Wheel of Righteousness) (02)
JUDAISM (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)
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 (AMERICAN HUMANIST ASSOCIATION) (32)
PRESBYTERIAN CHURCH (USA) (33)
IZUMO TAISHAKYO MISSION OF HAWAII (34)
SOKA GAKKAI INTERNATIONAL - USA (35)
SIKH (KHANDA) (36)
WICCAN (37)
LUTHERAN CHURCH MISSOURI SYNOD (38)
NEW APOSTOLIC CHURCH (39)
SEVENTH DAY ADVENTIST CHURCH (40)
CELTIC CROSS (41)
ARMENIAN CROSS (42)
FAROHAR (43)
MESSIANIC JEWISH (44)
KOHEN HANDS (45)
CATHOLIC CELTIC CROSS (46)
THE FIRST CHURCH OF CHRIST, SCIENTIST (Cross and Crown) (47)
MEDICINE WHEEL (48)
INFINITY (49)
LUTHER ROSE (51)
LANDING EAGLE (52)
FOUR DIRECTIONS (53)
CHURCH OF NAZARENE (54)
HAMMER OF THOR (55)
UNIFICATION CHURCH (56)
SANDHILL CRANE (57)
MUSLIM (Islamic 5 Pointed Star) (98)

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. 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.