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 response (per OMB guidance) 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, permanent and durable 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, permanent and durable headstore 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 **mps.headstones@va.gov**. If additional assistance is needed to complete this claim, contact the nearest VA Regional Office, national cemetery, or a local veterans' organization. No fee should be paid in connection with the preparation of this claim. Use block 33 for any clarification or other information you wish to provide.

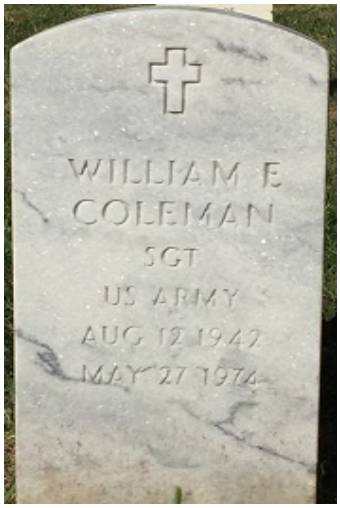
TRANSPORTATION AND DELIVERY OF MARKER - The headstone or marker is shipped without charge to the consignee designated in block 25 of the claim. The truck driver is required to bring the pallet or monument to the end of the trailer. The consignee must utilize their equipment to unload the pallet or monument from the truck and inspect the headstone or marker for accuracy prior to installation. **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)

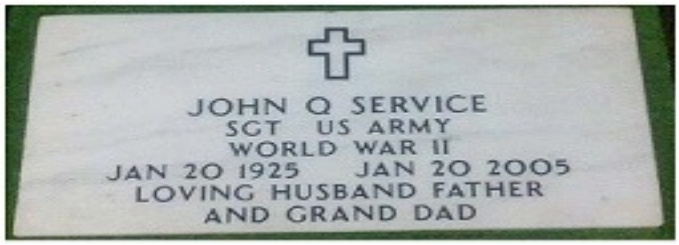
This niche marker is 8-1/2 inches long, 5-1/2 inches wide, with 7/16 inch rise. Weight is approximately 3 pounds; mounting bolts and washers are furnished with the marker. Used for columbarium or mausoleum interment. Also provided to supplement a privately-purchased, permanent and durable headstone or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

FLAT MARKERS

BRONZE (B)

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

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



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

SMALL FLAT GRANITE (L)

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

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

INSCRIPTION INFORMATION

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

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

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

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

Department of Veterans Affairs
National Cemetery Administration
Memorial Products Service

To: MEMORIAL PRODUCTS SERVICE (41B)
Fax Number: 1-800-455-7143
From:
Sender's Phone Number:
Fax Number:
Total No. of Pages (including cover sheet):

This optional fax cover sheet is provided for your convenience. The 1-800-455-7143 fax line is dedicated to the transmission of applications for headstones or markers, medallions, commemorative plaque, and urn. Applications for other Government Benefits will not be accepted. If you prefer, you may mail your application and supporting documents to the address below:

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

Please select the benefit you are applying for *(Check one)*:

- ☐ HEADSTONE OR MARKER
- ☐ MEDALLION

Include all supporting documents with this application (i.e., DD Form 214 or equivalent discharge documents). If you do not have the documents, please submit your claim and VA will request documents for you. Please note, this may result in a longer processing time.

To submit multiple application packages: Fax one application package (application plus supporting documents) at a time. You must disconnect the call and redial between each application package. Faxing several applications without redialing between each one will delay the processing of your applications.

Form approved, OMB No. 2900-0222
Expiration Date: Jul. 31, 2024
Respondent Burden: 15 minutes

VA U.S. Department of Veterans Affairs

CLAIM FOR STANDARD GOVERNMENT HEADSTONE OR MARKER

IMPORTANT: Please read the General Information Sheet before completing this form. Type or print clearly all information except for signatures. Illegible printing could result in an incorrect headstone or marker or delivery. Failure to complete each block may result in delayed processing. *Blocks outlined in bold are optional inscription items.* **PLEASE INCLUDE MILITARY DISCHARGE DOCUMENTS.**

1. DID VA PREVIOUSLY DETERMINE ELIGIBILITY FOR BURIAL AT A VA NATIONAL CEMETERY? ☐ YES ☐ NO ☐ UNSURE

2. **TYPE OF REQUEST** ☐ INITIAL REQUEST *(First time)* ☐ REPLACEMENT *(Specify reason in Block 33, Remarks)*

3. NAME OF DECEASED TO BE INSCRIBED ON HEADSTONE OR MARKER ***(No Nicknames or titles permitted)***

FIRST *(Or Initial)*	MIDDLE *(Or Initial)*	LAST	SUFFIX *(Sr., Jr., II, III, etc.)*

4. GRAVE IS: ☐ CURRENTLY MARKED ***(with privately purchased, permanent and durable marker)*** ☐ NOT MARKED

5. RACE OR ETHNICITY *(You may select more than one. Information will be used for statistical purposes only.)*
☐ ASIAN OR ASIAN AMERICAN ☐ HISPANIC OR LATINO ☐ WHITE
☐ AMERICAN INDIAN OR ALASKA NATIVE ☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
☐ BLACK OR AFRICAN AMERICAN ☐ NOT HISPANIC OR LATINO

6. SEX *(Information will be used for statistical purposes only.)* ☐ MALE ☐ FEMALE

7. AGE AT TIME OF DEATH

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

8. VETERAN'S SOCIAL SECURITY NO. AND/OR SERVICE NO.
SSN: AND/OR SVC. NO.:

9. PLACE OF BIRTH *(City and State or Country)*

10A. DATE OF BIRTH			**10B. DATE OF DEATH**		
MONTH	DAY	YEAR	MONTH	DAY	YEAR

PERIODS OF ACTIVE MILITARY DUTY *(For additional space use Block 33)*

11A. DATE(S) ENTERED			**11B. DATE(S) SEPARATED**		
MONTH	DAY	YEAR	MONTH	DAY	YEAR

12. HIGHEST RANK ATTAINED
(Optional, but if included, no pay grades)

13. BRANCH OF SERVICE *(Check applicable box(es) - must be consistent with rank in Box 12)*
☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ COAST GUARD ☐ AIR FORCE ☐ ARMY AIR FORCES ☐ MERCHANT MARINE ☐ OTHER *(Specify)*

14. VALOR OR PURPLE HEART AWARD(S) ***(Optional, but if included, documentation must be provided)***
☐ MEDAL OF HONOR ☐ DST SVC CROSS ☐ SILVER STAR ☐ DST FLYING CROSS ☐ PURPLE HEART ☐ AIR MEDAL ☐ OTHER *(Specify)*

15. 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 ☐ SMALL FLAT GRANITE L

16. WAR SERVICE ***(Optional, but if included, check all applicable box(es))***
☐ WORLD WAR II ☐ PERSIAN GULF
☐ KOREA ☐ AFGHANISTAN
☐ VIETNAM ☐ IRAQ
☐ OTHER *(Specify)*

17. EMBLEM OF BELIEF ***(Optional)***
EMBLEM NUMBER *(Specify)*
(See page 5 for available emblems)
☐ _____
☐ NONE

18. ADDITIONAL INSCRIPTION/TERM OF ENDEARMENT ***(Optional)*** *(Space will vary according to type of marker)*

19a. NAME AND MAILING ADDRESS OF APPLICANT *(No., Street, City, State, and ZIP Code)*

19b. DAYTIME OR CELL PHONE NO. OF APPLICANT *(Include Area Code)*

19c. E-MAIL ADDRESS *(Optional)*

19d. FAX NO. *(Optional)*

20. ARE YOU:
☐ FAMILY MEMBER *(Specify relationship)* _____
☐ PERSONAL REPRESENTATIVE *(Person responsible for decisions concerning burial of decedent; include written authorization)*
☐ VETERANS SERVICE OFFICER
☐ FUNERAL HOME MANAGEMENT *(that received the unclaimed remains)*
☐ CEMETERY MANAGEMENT *(where the unclaimed remains are buried)*
☐ OTHER *(Specify)* _____

21. I WOULD LIKE A PRESIDENTIAL MEMORIAL CERTIFICATE ☐ YES ☐ NO

22. IF "YES" HOW MANY?

CERTIFICATION: By signing below I certify the headstone or marker will be installed in the cemetery listed in block 27 at no expense to the Government and all information entered on this form is true and correct to the best of my knowledge. I also certify, to the best of my knowledge, that the decedent has never committed a serious crime, such as murder or other offense that could have resulted in imprisonment for life, has never been convicted of a serious crime, and has never been convicted of a sexual offense for which the Veteran was sentenced to a minimum of life imprisonment.

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

23. SIGNATURE OF APPLICANT

24. DATE *(MM/DD/YYYY)*

25. 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)* **MUST SIGN IN BLOCK 28**

26. DAYTIME OR CELL PHONE NO. OF CONSIGNEE *(Include Area Code)*

27. NAME AND ADDRESS OF CEMETERY OR FAMILY PLOT WHERE GRAVE IS LOCATED *(No., Street, City, State, and ZIP Code)* **MUST SIGN IN BLOCK 30**

CERTIFICATION: By signing below I agree to accept prepaid delivery of the headstone or marker for placement on the gravesite for which it is requested, or if placement on the grave is impossible or impractical, as close to the grave as possible within the grounds of the private or local governmental cemetery where the grave is located.

28. PRINTED NAME AND SIGNATURE OF PERSON REPRESENTING BUSINESS (CONSIGNEE) NAMED IN BLOCK 25

29. DATE *(MM/DD/YYYY)*

CERTIFICATION: By signing below I certify the type and placement of the headstone or marker in block 15 adheres to the policies and guidelines of the selected private cemetery in block 27.

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

31. DAYTIME PHONE NO OF CEMETERY *(Include Area Code)*

32. DATE *(MM/DD/YYYY)*

33. REMARKS

34. CHECK BOX BELOW IF REMAINS ARE NOT BURIED AND EXPLAIN BELOW *(e.g., buried at sea, remains scattered, etc.)*
☐ REMAINS NOT BURIED

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

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

(01) CHRISTIAN CROSS
(02) BUDDHIST (Wheel of Righteousness)
(03) HEBREW (Star of David)
(04) PRESBYTERIAN CROSS
(05) RUSSIAN ORTHODOX CROSS
(06) LUTHERAN CROSS
(07) EPISCOPAL CROSS
(08) UNITARIAN CHURCH (Flaming Chalice)
(09) UNITED METHODIST CHURCH
(10) AARONIC ORDER CHURCH
(11) MORMON (Angel Moroni)
(12) NATIVE AMERICAN CHURCH OF NORTH AMERICA
(13) SERBIAN ORTHODOX
(14) GREEK CROSS
(15) BAHAI (9 Pointed Star)
(16) ATHEIST
(17) MUSLIM (Crescent and Star)
(18) HINDU
(19) KONKO-KYO FAITH
(20) COMMUNITY OF CHRIST
(21) SUFISM REORIENTED
(22) TENRIKYO CHURCH
(23) SEICHO-NO-IE
(24) CHURCH OF WORLD MESSIANITY
(25) UNITED CHURCH OF RELIGIOUS SCIENCE
(26) CHRISTIAN REFORMED CHURCH
(27) UNITED MORAVIAN CHURCH
(28) ECKANKAR
(29) CHRISTIAN CHURCH
(30) CHRISTIAN & MISSIONARY ALLIANCE
(31) UNITED CHURCH OF CHRIST
(32) HUMANIST
(33) PRESBYTERIAN CHURCH (USA)
(34) IZUMO TAISHAKYO MISSION OF HAWAII
(35) SOKA GAKKAI INTERNATIONAL (USA)
(36) SIKH (KHANDA)
(37) WICCA (Pentacle)
(38) LUTHERAN CHURCH MISSOURI SYNOD
(39) NEW APOSTOLIC CHURCH
(40) SEVENTH DAY ADVENTIST CHURCH
(41) CELTIC CROSS
(42) ARMENIAN CROSS
(43) FAROHAR
(44) MESSIANIC JEWISH
(45) KOHEN HANDS
(46) CATHOLIC CELTIC CROSS
(47) CHRISTIAN SCIENTIST (Cross & Crown)
(48) MEDICINE WHEEL
(49) INFINITY
(51) LUTHER ROSE
(52) LANDING EAGLE
(53) FOUR DIRECTIONS
(54) CHURCH OF NAZARENE
(55) HAMMER OF THOR
(56) UNIFICATION CHURCH
(57) SANDHILL CRANE
(58) CHURCH OF GOD
(59) POMEGRANATE
(60) MESSIANIC
(61) SHINTO
(62) SACRED HEART
(63) AFRICAN ANCESTRAL TRADITIONALIST (Nyame Ye Ohene)
(64) MALTESE CROSS
(65) DRUID (Awen)
(66) WISCONSIN EVANGELICAL LUTHERAN SYNOD
(67) POLISH NATIONAL CATHOLIC CHURCH
(68) GUARDIAN ANGEL
(69) HEART
(70) SHEPHERD AND FLAG
(71) AFRICAN METHODIST EPISCOPAL
(72) EVANGELICAL LUTHERAN CHURCH
(73) UNIVERSALIST CROSS
(74) FAITH AND PRAYER
(75) ICHTHYS
(76) NICHIREN SHOSHU TEMPLE
(77) DOVE OF PEACE
(98) MUSLIM (Islamic 5 Pointed Star) Emblem not shown because of copyrights

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