

## GENERAL INFORMATION SHEET

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

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average one-fourth hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the VA Clearance Officer (045A4), 810 Vermont Avenue, NW, Washington, DC 20420. Please DO NOT send applications for benefits to this address.

#### BENEFIT PROVIDED

**a. HEADSTONE OR MARKER** - Furnished upon application for the **UNMARKED GRAVE** of any deceased veteran. Applicant must certify the grave is **unmarked** and a Government headstone or marker is preferred to a privately purchased headstone or marker. This restriction applies to companion markers. Companion markers identify two or more decedents buried, or to be buried, in the same or adjoining graves in U. S. Government or State Veterans Cemeteries. Companion markers are not authorized for non-veteran second decedent's buried in private cemeteries. **A grave is considered marked if a monument displays the decedent's name and dates 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 by a relative recognized as the next of kin **for installation only in a cemetery** to commemorate any 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 2 and explain in block 27.

**WHO IS ELIGIBLE** - Any deceased veteran discharged under conditions other than dishonorable. A copy of the deceased veteran's discharge certificate or a copy of other official document(s) pertaining to 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 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, or as a result of training. Persons with extended Reserve or National Guard service which entitled them to retirement pay subsequent to October 27, 1992, are eligible; a copy of the Reserve Retirement Eligibility Benefits Letter must accompany the application. Active duty service during the Persian Gulf War for all referenced above also establishes eligibility. 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** - Mail the original only of the completed application (VA Form 40-1330) to:

Memorial Programs Service (403A)  
Department of Veterans Affairs  
810 Vermont Avenue, NW.  
Washington, DC 20420-0001

Omissions or errors on the application will delay its processing and delay marking the veteran's grave.

*The copy is for your records. A Government headstone or marker may only be furnished if a fully completed application form has been received.*

**SIGNATURES REQUIRED** - The applicant, next of kin or other responsible person, signs in block 15, obtains the signature of consignee in block 22 and cemetery official in block 24. If there is no official on duty at the cemetery write "NONE" in block 24. State Veterans' Cemeteries are not required to complete blocks: 15, 16, 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 information you wish to provide. Should you have special questions when filling out this form, please telephone our Applicant Assistance Division toll free at: 1-800-697-6947.

**INSTALLATION** - All costs to install the headstone or marker must be paid from private funds.

**TRANSPORTATION** - The headstone or marker is shipped without charge to the consignee, designated in block 19 of the application. The consignee must have a full street address and telephone number; **delivery cannot be made to a Post Office Box.** An address showing Rural Route Delivery must have a complete daytime telephone number including area code in block 20 to obtain delivery. An insufficient address and telephone number may result in a nondeliverable headstone or marker.

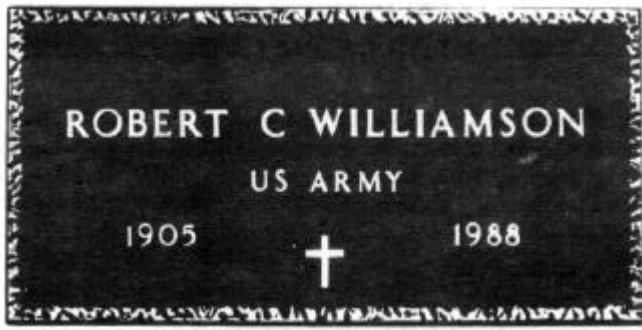
**CAUTION** - After completing the application, **please check carefully** to be sure you have accurately furnished all required information, **thereby avoiding delays in marking the gravesite.** Mistakes cannot be corrected after a headstone or marker has been ordered. Headstones or markers furnished 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. **A GOVERNMENT PROVIDED HEADSTONE OR MARKER MAY NOT BE USED AS A FOOTSTONE OR TO SUPPLEMENT A PRIVATE MONUMENT, OR BE AFFIXED TO AN EXISTING INSCRIBED MONUMENT.**

**DETACH AND RETAIN THIS GENERAL INFORMATION SHEET AND THE COPY OF THE APPLICATION FOR YOUR RECORDS**

# ILLUSTRATIONS OF STANDARD GOVERNMENT HEADSTONES AND MARKERS

## 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



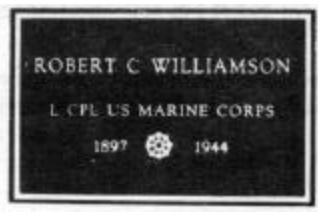
This grave marker is 24 inches long, 12 inches wide, and 4 inches thick. Weight is approximately 130 pounds. Variations may occur in stone color; the marble may contain light to moderate veining.

### 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 inches 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, but not to supplement a private monument.

NOTE: In addition to the headstone and markers illustrated, two special styles of upright marble headstones and flat markers are available to mark the graves of - those who served with the Union Forces, Civil War, or during the Spanish-American War; and those who served with the Confederate Forces, Civil War. Request should be made in block 27 of the application. It is necessary to submit detailed documentation which supports eligibility.

## INSCRIPTION INFORMATION

**MANDATORY ITEMS** of inscription at Government expense are: Name, Branch of Service, Year of Birth, and Year of Death. Branches of Service are: U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard, and by exception, U.S. Army Air Forces, and other parent organizations authorized for certain periods of time. Different examples of inscription formats are illustrated above; **deviations in data sequence are not permitted.** More than one branch of service is permitted, subject to space availability.

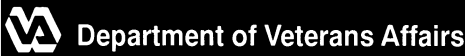
**OPTIONAL ITEMS** which may be inscribed at Government expense, indicated by shaded title blocks are: military grade, rate or rank, war service, month and day of the dates of birth and death, an authorized emblem reflective of one's belief, and the valor awards and the Purple Heart listed in block 8. If any of these items are desired the information must be shown clearly in the shaded title blocks; documentation of the awards must accompany the application.

**RESERVED SPACE** for future inscription at private expense, such as spousal or dependent data may be authorized below the standard inscription if requested in block 27. 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, **subject to VA approval**, below the standard inscription and subject to space limitations. Some additional inscription items may, of necessity, be placed on the rear of the headstone. Such items may be terms of endearment, nicknames (not unseemly in nature) in expressions such as OUR BELOVED POPPY, LOVINGLY CALLED DUTCH, representations of military and civilian participation or accomplishment, and titles such as DOCTOR, REVEREND, etc. These requests should be made in block 27. Except for the Medal of Honor, the Southern Cross of Honor for Civil War Confederate Veterans, and authorized emblems, no graphics, emblems or pictures are permitted on government monuments.

**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.**



Department of Veterans Affairs

**NOTE: Read Instructions/Disclaimers before completing.**

**FOR DEPARTMENT OF VETERANS AFFAIRS  
USE ONLY**  
IMAGE ID NO.

**IMPORTANT:** Do not complete this application if the veteran's grave is already marked with a private monument even though the veteran's military data is not shown; 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 with shaded titles are optional inscription items or for completion by selected cemeteries; all other blocks must be completed. Military discharge documents or related service information is required.*

1. NAME OF DECEASED TO BE INSCRIBED ON HEADSTONE OR MARKER <i>(NO NICKNAMES OR TITLES PERMITTED)</i>			2. CHECK BOX BELOW IF REMAINS ARE NOT BURIED AND EXPLAIN IN BLOCK 27, (e.g. lost at sea, remains scattered, etc.)		
FIRST <i>(Or Initial)</i>	MIDDLE <i>(Or Initial)</i>	LAST	<input type="checkbox"/> REMAINS NOT BURIED		

**VETERAN'S SERVICE AND IDENTIFYING INFORMATION** *(Use numbers only, e.g., 05-15-41)*

<b>NOTE:</b> Failure to complete items 3A and/or 3B will delay processing.						<b>PERIODS OF ACTIVE MILITARY DUTY</b> <i>(For additional space use Block 27)</i>					
3A. SOCIAL SECURITY NO.			3B. SERVICE NO.			<b>5A. DATE(S) ENTERED</b>			<b>5B. DATE(S) SEPARATED</b>		
						MONTH	DAY	YEAR	MONTH	DAY	YEAR
<b>4A. DATE OF BIRTH</b>			<b>4B. DATE OF DEATH</b>								
MONTH	DAY	YEAR	MONTH	DAY	YEAR						

6. HIGHEST RANK ATTAINED <i>(No pay grades)</i>	7. BRANCH OF SERVICE <i>(Check box(es) - must be consistent with rank)</i>							
	ARMY <input type="checkbox"/> AR	NAVY <input type="checkbox"/> NA	MARINE CORPS <input type="checkbox"/> MC	COAST GUARD <input type="checkbox"/> CG	AIR FORCE <input type="checkbox"/> AF	ARMY AIR FORCES <input type="checkbox"/> AA	MERCHANT MARINE <input type="checkbox"/> MM	OTHER <i>(Specify)</i> <input type="checkbox"/>

8. VALOR OR PURPLE HEART AWARD(S) <i>(Documentation must be provided)</i>						9. WAR SERVICE <i>(Check applicable box(es))</i>						
CONGRESSIONAL MEDAL OF HONOR <input type="checkbox"/> MOH	DST SVC CROSS <input type="checkbox"/> DSC	NAVY CROSS <input type="checkbox"/> NC	AIR FORCE CROSS <input type="checkbox"/> AFC	SILVER STAR <input type="checkbox"/> SS	BRONZE STAR MEDAL <input type="checkbox"/> BSM(V)	PURPLE HEART <input type="checkbox"/> PH	WORLD WAR I <input type="checkbox"/> WWI	WORLD WAR II <input type="checkbox"/> WWII	KOREA <input type="checkbox"/> KO	VIETNAM <input type="checkbox"/> VN	PERSIAN GULF <input type="checkbox"/> PG	OTHER <i>(Specify)</i> <input type="checkbox"/>

10. TYPE OF HEADSTONE OR MARKER REQUESTED <i>(Check one)</i>						11. DESIRED RELIGIOUS EMBLEM						
FLAT BRONZE <input type="checkbox"/> B	FLAT GRANITE <input type="checkbox"/> G	UPRIGHT MARBLE <input type="checkbox"/> U	FLAT MARBLE <input type="checkbox"/> F	BRONZE NICHE <input type="checkbox"/> Z	UPRIGHT GRANITE <input type="checkbox"/> V	NONE <input type="checkbox"/>	LATIN CROSS <i>(Christian)</i> <input type="checkbox"/> 01	WHEEL OF RIGHTEOUSNESS <i>(Buddhist)</i> <input type="checkbox"/> 02	STAR OF DAVID <i>(Judaism)</i> <input type="checkbox"/> 03	OTHER <i>(Specify)</i> <i>(See reverse of back copy for illustrated authorized emblems)</i> <input type="checkbox"/>		

12. APPLICANT'S NAME AND ADDRESS <i>(No., street, city, State and ZIP Code)</i>						13. RELATIONSHIP TO DECEASED					
						14. DAYTIME TELEPHONE NO. <i>(Include area code)</i>					

**CERTIFICATION: I CERTIFY THE HEADSTONE OR MARKER WILL BE INSTALLED ON THE VETERAN'S UNMARKED GRAVE AT NO EXPENSE TO THE GOVERNMENT AND ALL STATEMENTS MADE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

15. SIGNATURE OF APPLICANT	16. DATE
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**STATE VETERANS' CEMETERY AND GRAVE LOCATION** *(Cemetery Use Only)*

**PRIVATE CEMETERY**

17A. ID CODE	17B. SECTION	17C. GRAVE NO.	18. ID CODE <i>(If applicable)</i>
19. NAME AND ADDRESS OF PERSON, CEMETERY, OR OFFICIAL (CONSIGNEE) WHO WILL ACCEPT PREPAID DELIVERY <i>(No. and street, city, State and ZIP Code); P.O. BOX IS NOT ACCEPTABLE</i>		20. DAYTIME TELEPHONE NO. <i>(Include Area Code)</i>	21. NAME AND LOCATION OF CEMETERY <i>(Number, Street, City, State and ZIP Code)</i>

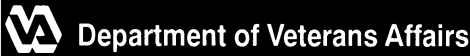
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22. SIGNATURE OF PERSON TO ACCEPT DELIVERY (CONSIGNEE)	23. DATE
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**CERTIFICATION: I certify the type of headstone or marker checked in block 10 is permitted on the unmarked grave of the deceased.**

24. SIGNATURE OF CEMETERY OR CERTIFYING OFFICIAL	25. DAYTIME TELEPHONE NO. <i>(Include Area Code)</i>	26. DATE
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27. REMARKS *(Available optional inscription space may be limited by type of marker)*



**COPY - RETAIN FOR YOUR RECORD**

**FOR DEPARTMENT OF VETERANS AFFAIRS USE ONLY**  
IMAGE ID NO.

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12. APPLICANT'S NAME AND ADDRESS <i>(No., street, city, State and ZIP Code)</i>							13. RELATIONSHIP TO DECEASED				
							14. DAYTIME TELEPHONE NO. <i>(Include area code)</i>				

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**CERTIFICATION: I AGREE TO ACCEPT THE HEADSTONE OR MARKER ON BEHALF OF THE APPLICANT.**

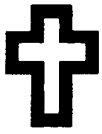
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27. REMARKS *(Available optional inscription space may be limited by type of marker)*

AUTHORIZED EMBLEMS (See block 11)



(1)  
CHRISTIAN



(2)  
BUDDHIST



(3)  
JUDAISM



(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



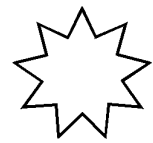
(12)  
NATIVE AMERICAN  
CHURCH OF AMERICA



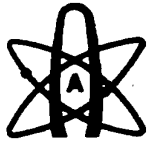
(13)  
SERBIAN ORTHODOX



(14)  
GREEK CROSS



(15)  
BAHAI-9 POINT STAR



(16)  
ATHEIST



(17)  
MUSLIM-  
CRESCENT AND STAR



(18)  
HINDU



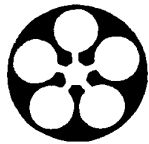
(19)  
KONKO-KYO FAITH



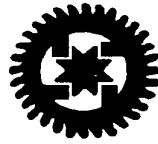
(20)  
REORGANIZED  
CHURCH OF JESUS CHRIST  
OF LATTER DAY SAINTS



(21)  
SUFISM REORIENTED



(22)  
TENRIKYO CHURCH



(23)  
SEICHO-NO-IE



(24)  
THE CHURCH OF WORLD  
MESSIANITY (IZUNOME)



(25)  
UNITED CHURCH OF  
RELIGIOUS SCIENCE



(26)  
CHRISTIAN REFORMED  
CHURCH



(27)  
UNITED MORAVIAN CHURCH



(28)  
ECKANKAR



(29)  
CHRISTIAN CHURCH

NOTE:  
Not shown because of copyrights  
UNITED CHURCH OF CHRIST  
CHRISTIAN SCIENCE CROSS AND CROWN  
ISLAMIC 5 POINTED STAR