

Veteran Affairs (VA) Burial Process: Notifying and assisting the next of kin (NOK) with the option to bury the Soldier at a VA National Cemetery

| No. | Activity/Decision Point Name | Description | Regulations and Supporting Resources | Documents and Forms | Systems | Notes |
|-----|--|--|---|---------------------|---------|--|
| 1 | Soldier eligible for burial at VA national cemetery? | Soldiers discharged from active duty under conditions other than dishonorable and Soldiers who die while on active duty, active duty for training, or inactive duty training as well as spouses and dependent children of Soldiers and active duty Soldiers, may be eligible for VA burial and memorial benefits. | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | | | VA maintains 131 national cemeteries in 39 States (and Puerto Rico). A list can be found on the U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website. |
| 2 | Contact cemetery | <p>NOK and funeral home contacts the national cemetery in which is burial is desired. If possible, the NOK should provide the cemetery the following information concerning the casualty:</p> <ul style="list-style-type: none"> - Full name - Branch of service - Military rank - Service number - VA claim number (if applicable) - Date and place of birth - Date and place of death - Date of retirement or last separation from active duty - Copy of any military separation document (i.e. DD Form 214 (Certificate of Release or Discharge From Active Duty)) | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | DD Form 214 | | If the Soldier was on active duty at the time of the death, the Casualty Assistance Officer (CAO) assists the NOK in this step. |

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| 3 | Complete VA Form 40-1330 | NOK completes VA Form 40-1330 (Application for Standard Government Headstone or Marker for Installation in a Private Cemetery for a State Veterans' Cemetery). NOK can locate the form on the VA website. | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | VA Form 40-1330 | | If the Soldier was on active duty at the time of the death, the CAO assists the NOK in this step. |
| 4 | Obtain appropriate documentation | NOK obtains a copy of the Soldier's military discharge documents that shows service dates and the character of service, such as DD Form 214 (Certificate of Release or Discharge From Active Duty). | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | DD Form 214 | | If the Soldier was on active duty at the time of the death, the CAO assists the NOK in this step. |
| 5 | Send VA Form 40-1330 and documentation | NOK sends VA Form 40-1330 (Application for Standard Government Headstone or Marker for Installation in a Private Cemetery for a State Veterans' Cemetery) and a copy of the Soldier's military discharge papers to Memorial Programs Service via mail or fax. | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | VA Form 40-1330 | | <p>The fax number is (800) 455-7143. The address is: Memorial Programs Service (41A1) Department of Veterans Affairs 5109 Russell Road Quantico, VA 22143-3903</p> <p>If the Soldier was on active duty at the time of the death, the CAO assists the NOK in this step.</p> |

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| 6 | Complete VA Form 27-2008 | NOK completes VA Form 27-2008 (Application for United States Flag for Burial Purposes). | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | VA Form 27-2008 | | If the Soldier was on active duty at the time of the death, the CAO assists the NOK in this step. |
| 7 | Obtain appropriate documentation | NOK obtains a copy of the Soldier's military discharge documents that shows service dates and the character of service, such as DD Form 214 (Certificate of Release or Discharge From Active Duty). | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | DD Form 214 | | If the Soldier was on active duty at the time of the death, the CAO assists the NOK in this step. |
| 8 | Submit VA Form 27-2008 and documentation | NOK submits VA Form 27-2008 (Application for United States Flag for Burial Purposes) and a copy of the Soldier's military discharge papers to the funeral director or the lead of the funeral arrangements. | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | VA Form 27-2008 | | If the Soldier was on active duty at the time of the death, the CAO assists the NOK in this step. |
| 9 | Receive flag | NOK receives the flag at a VA regional office or U.S. Post Office. | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | | | |
| 10 | Wish to receive Presidential Memorial Certificate (PMC)? | A PMC is an engraved paper certificate, signed by the current President, to honor the memory of honorably discharged deceased Soldier. | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | | | |

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| 11 | Complete VA Form 40-0247 | If the NOK wishes to receive a PMC, they complete VA Form 40-0247 (Presidential Memorial Certificate Request Form). | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | VA Form 40-0247 | | If the Soldier was on active duty at the time of the death, the CAO assists the NOK in this step. |
| 12 | Obtain appropriate documentation | NOK obtains a copy of the Soldier's military discharge documents that shows service dates and the character of service, such as DD Form 214 (Certificate of Release or Discharge From Active Duty). | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | DD Form 214 | | If the Soldier was on active duty at the time of the death, the CAO assists the NOK in this step. |
| 13 | Submit VA Form 40-0247 and documentation | NOK sends VA Form 40-0247 (Presidential Memorial Certificate Request Form) and a copy of the Soldier's military discharge papers, such as DD Form 214 (Certificate of Release or Discharge From Active Duty), to Memorial Programs Service via mail or fax. | U.S. Department of Veteran Affairs - Burial and Memorial Benefits Website | DD Form 214 VA Form 40-0247 | | The fax number is (800) 455-7143. The address is: Memorial Programs Service (41A1) Department of Veterans Affairs 5109 Russell Road Quantico, VA 22143-3903 If the Soldier was on active duty at the time of the death, the CAO assists the NOK in this step. |