

# 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

**For Veterans who died on or after November 1, 1990** - VA will furnish a burial headstone or marker for the grave of any eligible deceased Veteran in a private or local government cemetery regardless of whether or not the grave is marked with a privately-purchased, permanent and durable headstone or marker.

**For Veterans who died before November 1, 1990** - VA will furnish a burial headstone or marker for the **UNMARKED GRAVE** of any eligible deceased Veteran. The applicant must certify by checking "NO" in block 4 that a privately-purchased, permanent and durable headstone or marker or Government-furnished headstone or marker is not present on the grave.

**b. MEMORIAL HEADSTONE OR MARKER** - VA will furnish a memorial headstone or marker 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. Once provided by VA, 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, the applicant must check box in block 2 and explain the disposition of the remains.

**c. PRESIDENTIAL MEMORIAL CERTIFICATE** - A Presidential Memorial Certificate (PMC) is an engraved paper certificate, bearing the signature of the current president, to honor the memory of Veterans discharged under other than dishonorable conditions. VA will provide the applicant with a PMC if the Veteran is eligible for a headstone, marker, or medallion. The applicant may request additional PMCs by indicating how many in block 22 of this form. Applicants may use a VA Form 40-0247, Presidential Memorial Certificate Request Form to order additional PMCs to other addresses.

**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. **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 military and burial 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

Please attach a copy of the deceased Veteran's discharge certificate (DD Form 214 or equivalent) the VA Pre-Need Eligibility Determination letter, 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.

**ELECTRONICALLY** submit your claim and supporting documents by using Quick Submit at [access.va.gov](https://access.va.gov). You will be instructed to register during your first sign-on attempt. **Multiple claims can be submitted electronically via Quick Submit.**

If you prefer, you may  
MAIL claims to: NCA FP Evidence Intake Center  
PO Box 5237  
Janesville, WI 53547

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.*

**SIGNATURES REQUIRED** - The applicant signs in block 23; the person agreeing to accept delivery (consignee) in block 27, and the cemetery or other responsible official in block 31. If there is no official on duty at the cemetery, the signature of the person responsible for the property listed in block 29 is required. VA will not accept entries of "None," "Not Applicable," or "NA". State Veterans' Cemeteries are not required to complete blocks 25 through 33.

**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 at: [ask.va.gov](https://ask.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.

**TRANSPORTATION AND DELIVERY OF MARKER** - VA will ship the headstone or marker without charge to the consignee designated. 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. **VA will not deliver a headstone or marker to a Post Office box.** The applicant must provide the full delivery address and telephone number of the consignee. The applicant must explain in block 33 if the consignee is not a business. For delivery to a Rural Route address, the applicant must include a daytime telephone number including area code. If the applicant fails to include the required address and telephone number, VA 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. Additional inscription is limited to 15 characters (including spaces) up to four lines maximum.

**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. Additional inscription is limited to 27 characters (including spaces) up to two lines maximum.

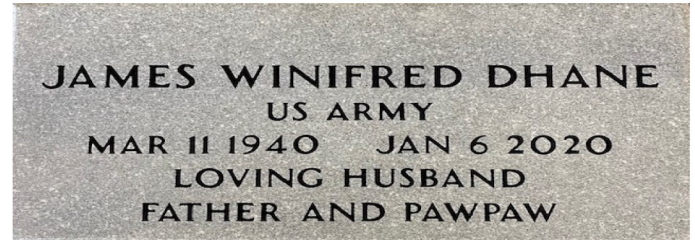
**FLAT MARKERS**

**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. Additional inscription is limited to 27 characters (including spaces) up to two lines maximum.

**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. Additional inscription is limited to 27 characters (including spaces) up to two lines maximum.

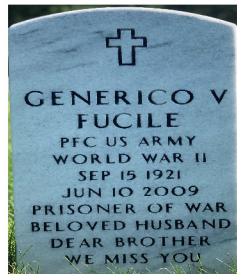
**SMALL FLAT GRANITE (L)**



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. Additional inscription is limited to 27 characters (including spaces) up to two lines maximum.



Spousal inscription information (i.e., name, date of birth, and date of death) is authorized on a Government-furnished headstone or marker if the Veteran's date of death is on or after October 1, 2019. For flat markers, the spousal information is inscribed at the bottom. For upright headstones, the spousal information is inscribed on the back.



VA will include a Prisoner of War (POW) or Former Prisoner of War (FPOW) inscription, upon request and with confirmation. Character and space limitations apply based on marker type.

**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. The applicant must submit detailed documentation to VA that supports eligibility for a historic headstone. Inscriptions on these headstone types are intentionally limited to assure historic accuracy. For example, only ranks above 'Private' were 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 include: 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. Space Force (USSF), U.S. Army Air Forces (USAAF), Women's Army Auxiliary Corps (WAAC), U.S. Public Health Service (USPHS), National Oceanic & Atmospheric Administration (NOAA), Women's Air Force Service Pilots (WASP), and other organizations authorized for certain periods of time. Different examples of inscription formats are illustrated above. More than one branch of service is permitted, subject to space availability. VA will inscribe the phrase "IN MEMORY OF" 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 identified by bold blocks on this form. 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., Korea may be inscribed if the Veteran served during the Korean War period, even though the individual never served in the country. VA will inscribe authorized country names (e.g., Afghanistan, Iraq, etc.) as the war service only if the individual served in country. The applicant must submit supporting documentation to VA to have the highest rank and/or awards inscribed on the headstone or marker.

**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. The applicant must request an additional inscription item in block 18, and each request is subject to VA approval. VA will not inscribe graphics, emblems or pictures. VA will inscribe 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)

**Quick Submit:** [access.va.gov](https://access.va.gov) or **Fax Number:** 1-800-455-7143

**From:**

**Sender's Phone Number:**

**Sender's E-Mail Address:**

**Sender's Fax Number:**

**Total No. of Pages (including cover sheet):**

This optional cover sheet is provided for your convenience.

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

You may:

ELECTRONICALLY submit your claim and supporting documents by using Quick Submit at [access.va.gov](https://access.va.gov).

You will be instructed to register during your first sign-on attempt. **Multiple claims can be submitted electronically via Quick Submit.**

**OR**

MAIL claim to NCA FP EVIDENCE INTAKE CENTER  
PO BOX 5237  
JANESVILLE, WI 53547

**OR**

FAX VA Form 40-1330 and supporting documents to: 1-800-455-7143. This fax line is dedicated to the transmission of applications for the headstone, marker, or medallion. Applications for other Government benefits will not be accepted.

**IMPORTANT:** *If faxing more than one claim - fax each claim package (claim plus supporting documents) individually (disconnect the call and redial for each submission).*







**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
							Emblems 79 through 97 have not yet been assigned		
(72) EVANGELICAL LUTHERAN CHURCH	(73) UNIVERSALIST CROSS	(74) FAITH AND PRAYER	(75) ICHIHYS	(76) NICHIREN SHOSHU TEMPLE	(77) DOVE OF PEACE	(78) KINGIAN FAITH			
									(98) DRUZE

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](http://www.cem.va.gov).