

REQUEST FOR BURIAL / INURNMENT

IDAHO STATE VETERANS CEMETERY - BOISE

10100 Horseshoe Bend Rd. Boise, ID 83714 www.veterans.idaho.gov/cemetery
Phone: (208) 780-1340 Fax: (208) 780-1341 BoiseCemetery@veterans.idaho.gov

PLEASE READ INSTRUCTIONS ON NEXT PAGE.

THIS FORM MUST BE SUBMITTED AND ELIGIBILITY MUST BE VERIFIED BEFORE AN INTERMENT CAN BE SCHEDULED.
REQUESTS SUBMITTED AFTER 4:00 PM WILL BE PROCESSED THE FOLLOWING BUSINESS DAY.

FY 2021

REQUEST IS FOR: ☐ Veteran ☐ Spouse (Fee applies) ☐ Minor/ Disabled Dependent (Fee applies)

NAME OF DECEASED: _____
(Full Legal Name) First Middle Last

SSN: _____ Date of Birth: _____ Date of Death: _____

Gender: ☐ M ☐ F Marital Status: ☐ Married ☐ Widowed ☐ Divorced ☐ Never Married

City of Residence: _____
City State Zip Code

Was the Deceased pre-registered? ☐ Yes ☐ No ☐ Unknown

DD-214 (or equivalent) and Marriage Certificate (if applicable) must be INCLUDED if the Deceased was NOT pre-registered.

PLOT TYPE: URN: ☐ Columbarium Wall Niche ☐ In-Ground ☐ Cremation Scatter Garden

CASKET: ☐ Lower Burial Section ☐ Upper Burial Section (\$700 *per person* fee applies)

SERVICE TYPE: ☐ Shelter Use & Military Honors ☐ Shelter Use Only

☐ Simple Placement (Columbarium or Scatter Garden) ☐ Direct Interment (No One Attending Placement)

Add to an Existing Gravesite? ☐ No ☐ Yes (If yes, name): _____

Are Both Spouses Veterans? ☐ Yes ☐ No ☐ N/A (Provide marriage certificate & DD-214 for each veteran)

MILITARY SERVICE DATA (Complete as much as possible)

VETERAN'S NAME: _____
(Required) First Middle Last

SSN: _____ Serial # / Service # _____
(Required) (Optional)

Service Branch: _____ Rank: _____ Retired Military? ☐ Yes ☐ No

Active Duty Entry Date: _____ Exit/ Retirement Date: _____

CONTACT INFORMATION (Required)

NEXT-OF-KIN: _____ Relation: _____

ADDRESS: _____
Street or Mail City State Zip Code

Phone: _____ Email: _____
(Required)

EMAIL CONFIRMATION PACKET TO: ☐ Next-Of-Kin ☐ Funeral Director

FUNERAL DIRECTOR: _____ Will they be present at cemetery? ☐ Yes ☐ No

Funeral Home: _____ City & State: _____

Phone: _____ Email: _____

ACKNOWLEDGEMENT: By signing below I certify that all information on this form is true, correct, and complete to the best of my knowledge. I also certify, to the best of my knowledge, that the deceased has never committed or been convicted of any of the following: a) a capital crime, such as murder or other offense that could have resulted in imprisonment for life; b) a Tier III sexual offense that could have resulted in imprisonment for life; or c) committed suicide to avoid prosecution.

Signature of Next-of-Kin or Authorized Representative:

Relationship:

Date:

PERSONS AUTHORIZED TO REQUEST BURIAL / INURNMENT

The "Next-of-Kin" is, in this order: A) the family's representative, appointed in writing, B) Surviving Spouse, C) Surviving Children, D) Surviving Parent, Sibling or other relative. Written authorization may be required. Or the Funeral Director may represent the family.

ELIGIBILITY REQUIREMENTS

Eligibility for interment in the Idaho State Veterans Cemetery follows National Cemetery Administration eligibility requirements and Idaho law. Those terms include a prohibition of interment for an individual who has been convicted of or, in certain cases, committed a State or Federal Capital Crime or sexual offense, as defined in 38 U.S.C. § 2411.

There is no requirement to be a resident of Idaho.

REQUIRED DOCUMENTS

The **Veteran's Military Service Record (DD – 214)** and **Spouse's Marriage Certificate (if applicable)** are required.

A Veteran's minor child or disabled dependent, under certain conditions, may also be interred. Contact cemetery office for details.

The DD-214, or equivalent service record(s), must include **all the following information**:

- | | |
|---|---------------------------------|
| 1) Active Duty Service (other than training) or Retirement Status | 2) Character of Service |
| 3) Dates of Entry into and Exit from Service | 4) Highest Rank Achieved |

Please submit COPIES of records (not originals) as documents will not be returned.

As a state agency, ISVC does not have access to VA databases, veteran's military service records, etc.

It is the responsibility of the Veteran or Next-of-Kin to acquire all necessary documentation. Any missing information, such as the veteran's highest rank, retirement status, awards received, etc. will not be included for interment purposes until proof is provided.

Obtaining Military Service Records (National Archives)

<https://www.archives.gov/veterans>

Information on Eligibility Requirements

<https://www.va.gov/burials-memorials/eligibility/>

Find a VA Regional Office near you

1-800-827-1000 or <https://www.va.gov/find-locations/>

Office of Veterans Advocacy

208-780-1380 or <http://veterans.idaho.gov/advocacy>

SCHEDULING A SERVICE

A service can consist of: **Shelter Use & Military Honors** (for Veterans), **Shelter Use** (no honors), **Simple Placement** (immediate family meets staff at the Columbarium Wall or Scatter Garden to lay their loved one to rest without any services on-site), or **Direct Interment** (the urn or casket is delivered to the cemetery office for placement without family present).

1. **Contact a Funeral Director** to make funeral arrangements. They can coordinate with the Veterans Cemetery on your behalf, or you can meet with Cemetery Staff in person to make arrangements (after your initial meeting with the Funeral Director).
 - a. If the Deceased was not pre-registered, you will need to bring the required eligibility documents with you to this meeting.
2. **Submit the "Request for Burial/ Inurnment"** and any required documentation needed if not pre-registered.
3. **Schedule a Committal Service and/or Interment** with cemetery staff once *eligibility is verified & request received*.
 - a. Please have two preferences for date/time in mind when scheduling, as the cemetery calendar fills quickly.
4. **A confirmation & details will be emailed to the Primary Contact.** (*Primary Contact must provide an email address.*)
Please ensure that you bring all necessary paperwork & items on the day of the interment or bring in beforehand.

CEMETERY HOURS

Office Hours:	MON – FRI	8 am – 5 pm	(Closed weekends & holidays)
Committal Services:	MON – FRI	10 am – 3 pm (Sep – Apr)	10 am – 2 pm (May – Aug)
Cemetery Gates open to Visitors:	DAILY	8 am – Sunset	(Open weekends & holidays)

BURIAL BENEFITS & FEES

The Veterans Cemetery will bill the VA directly for the **burial plot allowance** for eligible veterans.

Burial Plot Allowance **does not include** the following:

- **Funeral Home expenses/** preparation costs (must be arranged through a funeral home of your choice)
- **Interment fees for spouses/ dependents** (equal to the current plot allowance price set by the VA, see below)
- **Upper Casket Burial Fee (\$700 per person;** available for non-cremated remains)

All cemetery fees are due on the day of interment. The cemetery is **unable** to accept pre-payments.

Current Plot Allowance/ Interment Fee: \$807* (Fiscal Year 2021)

Check, Cash or Money Order accepted; *prices subject to change each October 1st.