

# CHECKLIST FOR NEXT-OF-KIN

## Scheduling a Service:

- Submit "Request for Burial/Inurnment" and eligibility documents** (if not pre-registered) to the Cemetery before 4 pm Monday - Friday.
- The Cemetery office will **verify eligibility** and call requestor to schedule services if not already scheduled.  
If you have not received a call within 24 hours, please contact the office.
- Schedule a committal service. **Mon—Fri 10 am - 3 pm**  
*Please have a 1st and 2nd choice for date/time in mind, as the cemetery calendar fills quickly.*
- Inform family & friends to arrive 10-15 minutes before the service is scheduled to start and park behind Funeral Director and next of kin. You may form additional lines if necessary.**

## The Day of the Service:

- Make sure that you bring the following items with you:
  - ⇒ **Veteran's Burial Flag** (Burial flags can be obtained from the funeral home or the post office with a DD-214 & Death Certificate.)
  - ⇒ **Death Certificate or Burial Transit Permit** Are required on or before day of service.
  - ⇒ **Marker Inscription Request** required on or before day of service.
  - ⇒ If applicable, a check, cash or money order for **Spouse's interment fee** (\$828 FY 2022)  
*Prices subject to change each Oct. 1st.*

## ORDER OF SERVICE

10–15

*min. Early:*

*Family & Friends Arrive*

Funeral Director/Family Rep will turn in documents/fees/flag. You may use this time to set up items at the shelter if you require something additional.

**From the vehicle procession will start here sign.** Procession will drive from the assembly area to the committal shelter (not grave-side). Entering at the furthest entry point and proceeding around the circular drive, hearse or family vehicles stopping at the yellow ramp area. All others stopping behind. The urn/casket should be set in place while guests take a seat and mute their cell phones.

*On The Hour:*

00:00 *Vehicle Procession*

*(5 min)*

*Military Honors*

00:05 *(5–10 min)*

Veteran's service will begin with Military Honors. ("Taps" followed by folding and presenting the flag to recipient. Anything additional will be at the Honor Guard's discretion.)

Spouse, family and friends service can begin for final respects.

00:15 *Final Respects*

*(10–15 min)*

This is your time. Take this opportunity for clergy or guests to speak, sharing condolences, or quiet reflection.

00:30 *Service Concludes;*

*Family & Friends Exit*

**Please be prepared to vacate the shelter no later than half past the hour.** Caretakers will arrive after guests depart to collect your loved one's casket or urn (and flowers) for interment.

You are welcome to visit the gravesite after 5:00 pm.

**To find the gravesite:** Look for the white tag with your loved one's name; it will be next in line in the section requested, or sharing a plot with the Veteran/Spouse who's already here.

## COMMITTAL SERVICES & INTERMENTS



The Committal Shelter has been beautifully designed to provide a place of respectful remembrance. The Shelter provides limited protection from inclement weather, seating for the immediate family and ample standing room for others. Military Honors are requested by the Cemetery Office, but all other aspects of the committal service must be arranged by the family or funeral director.

Committal services are available **Monday through Friday 10 am – 3pm**. Services are conducted on the hour and are **limited to approximately 30 minutes, including Military Honors**. Please ensure that family and guests are prompt, as shelter use is often scheduled back-to-back, requiring that each service begin and end on time.

### The committal service differs from a funeral or a graveside service in that:

- A) The main purpose of a committal service is to render military honors, and
- B) **The final, brief good-byes are conducted in the committal shelter**

It is not intended to take the place of a funeral, memorial service, celebration of life, etc. if you choose to arrange that elsewhere. Details & scheduling for a committal service are coordinated through the cemetery office.

For families who prefer not to have a committal service at the Veterans Cemetery, they may choose a direct interment (the urn or casket is delivered to the cemetery office for interment without family present) or a simple placement (immediate family meets staff at the Columbarium Wall or Scatter Garden to witness the interment).



With any option, your loved one will be laid to rest on the same day they arrive at the cemetery and family/ friends may visit the gravesite any time after 5:00 pm. The cemetery is open to visitors every day until sunset, including weekends and holidays.

## MILITARY HONORS

The Cemetery Office coordinates all military honors for committal services taking place in our cemetery. Honors include the sounding of “Taps” and the folding and presentation of the Veteran’s burial flag to the Next-of-Kin. An Honor Guard detail of at least two uniformed members of the armed services is provided for the committal service of the eligible veteran.



For retired veterans and active duty deaths, a 3-round rifle volley or pallbearers might also be provided, at the Honor Guard’s discretion. It is important to note that Military Funeral Honors can only be rendered once per veteran. Families may request to have the Military Honors rendered during the committal service at the cemetery, or they may choose to include them as part of the funeral, church service, or memorial service instead.

The veteran is entitled to one burial flag for presentation to the Next-of-Kin. The Veteran’s burial flag can be obtained from the funeral home, as the cemetery does not have a supply of flags. Flags can also be acquired from most US post offices if the applicant supplies a copy of the Veteran’s DD-214 and Death Certificate.

## FINDING A GRAVESITE

All interments are entered in the “Nation-Wide Gravesite Locator” within a few days after the service.

Families and friends can search for their loved one laid to rest in any Veterans Cemetery across the nation online at <https://gravelocator.cem.va.gov> or on their mobile device at [www.m.va.gov/gravelocator](http://www.m.va.gov/gravelocator).

Each section of the cemetery is marked with curb markers. All grave sites are annotated by the Section, Row, and Site. For example, Plot # 1-B-13 is located in Section 1, Row B, Site 13. In the same way, Columbarium Wall Niches are annotated by the Wall, Row and Niche number. So Plot # E-A-59 is located at Wall E, Row A, Niche 59.

Refer to the Cemetery Map for details on grave site locations.

If you are unable to find the grave site of your loved one, cemetery staff can assist you.

## CEMETERY HOURS

<b>Office Hours:</b>	MON – FRI 8 am – 5 pm	(Closed on State Holidays)
<b>Committal Services:</b>	MON – FRI 10 am – 3 pm	
<b>Cemetery Gates open to Visitors:</b>	Every Day 8 am – Sunset	(Open weekends & holidays)

