

NATIONAL GUARD / RESERVE REQUEST FOR BURIAL / INURNMENT

IDAHO STATE VETERANS CEMETERY - BOISE

10100 Horseshoe Bend Rd. Boise, ID 83714

<https://veterans.idaho.gov/cedeteries>

Phone: (208) 780-1340 Fax: (208) 780-1341

Email: 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.

FY 2024

REQUESTS SUBMITTED AFTER 4:00 PM WILL BE PROCESSED THE FOLLOWING BUSINESS DAY.

REQUEST IS FOR: National Guard/ Reservist Spouse Minor/ Disabled Dependent

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

NGB22 (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): _____

MILITARY SERVICE DATA (Complete as much as possible)

SERVICE MEMBERS'S NAME: _____
(Required) First Middle Last

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

Service Branch: _____ Rank: _____

Entry Date: _____ Exit 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:
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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 **Guardsman or Reservist discharge orders** and **Spouse's Marriage Certificate (if applicable)** are required.

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

The NGB22, or equivalent service record(s), must include **all the following information**:

- 1) Satisfactory completeness of enlistment
- 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, service member's military records, etc.

It is the responsibility of the Service Member 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)
Find a VA Regional Office near you
Office of Veterans Advocacy

<https://www.archives.gov/veterans>
1-800-827-1000 or <https://www.va.gov/find-locations/>
208-780-1380 or <http://veterans.idaho.gov/advocacy>

SCHEDULING A SERVICE

A service can consist of: **Shelter Use & Military Honors, Shelter Use, 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 "National Guard / Reserve 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)
Cemetery Gates open to Visitors:	DAILY	8 am – Sunset	(Open weekends & holidays)

BURIAL FEES

Interment fees **do not include** the following:

- **Funeral Home expenses/** preparation costs (must be arranged through a funeral home of your choice)
- **Upper Casket Burial Fee (\$700 per person;** available for non-cremated remains)
- **Grave Marker:** \$400 Casket & \$250 Urn / Scatter

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

Current Interment Fee: \$948* (Fiscal Year 2024)

Check, Cash or Money Order accepted made payable to Idaho State Veterans Cemetery.

*prices subject to change each October 1st.