

# REQUEST FOR VETERAN BURIAL / INURNMENT

## IDAHO STATE VETERANS CEMETERY - BOISE

10100 Horseshoe Bend Rd. Boise, ID 83714 [www.veterans.idaho.gov/cemeteries](http://www.veterans.idaho.gov/cemeteries)  
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 2025

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

REQUEST IS FOR:  Veteran  Spouse (Fee applies; see pg 2)  Minor/ Disabled Dependent (Fee applies; see pg 2)

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 Upper

CASKET:  Lower Burial Section  Burial Section (\$700 fee applies to first interment)

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: \_\_\_\_\_ 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. I acknowledge that all services must be paid for at the time of placement.

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 **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) <b>Active Duty Service</b> (other than training) <b>or Retirement Status</b> | 2) <b>Character of Service</b>  |
| 3) <b>Dates of Entry into and Exit from Service</b>                             | 4) <b>Highest Rank Achieved</b> |

*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

<b>Office Hours:</b>	MON – FRI	8 am – 5 pm	(Closed weekends & holidays)
<b>Cemetery Gates open to Visitors:</b>	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 first interment;** 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: \$978\* (Fiscal Year 2025)**

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

\*prices subject to change every October 1<sup>st</sup>.