

CHECKLIST FOR NEXT-OF-KIN

Scheduling a Service:

- ☐ **Submit a "Request for Burial/Inurnment" and eligibility documents*** to the Cemetery before 4 pm Monday - Friday. (*not pre-registered)
- ☐ The Cemetery office will **verify eligibility** and call requestor to schedule services. If you have not received a call within 24 hours, please contact the office.
- ☐ Schedule a committal service. Monday—Friday (10am, 11am, 1pm, 2pm).
Please have two choices for date/time in mind, as the cemetery calendar fills quickly.
- ☐ A confirmation packet will be **emailed** to the "Primary Contact" listed on the request.
- ☐ Inform family & friends to arrive 10-15 minutes before the service is scheduled to start & to follow directional signs to assembly area near the electronic sign.

The Day of the Service:

- ☐ Make sure that you bring the following items with you:
 - ⇒ **Burial Flag** (Burial flags can be obtained from the funeral home or the post office with discharge papers, Death Certificate & VA Flag Application).
 - ⇒ **Burial Transit Permit* or Death Certificate** (should accompany the urn/casket*) ⇒ **Marker Inscription Request** (included in the confirmation packet).
 - ⇒ *If applicable*, a check, cash or money order for interment fee (\$1,002 FY 2026*), **Upper Casket** interment fee (\$700 first interment), **Grave Marker** fee** \$400 casket & \$250 Urn/Scatter. *Prices subject to change each Oct. 1st. **National Guard, Reservist & their spouses
- ☐ The above-listed items are turned into the administrative office.
- ☐ Follow directional signs to the guest assembly area and line up for the vehicle procession.

ORDER OF SERVICE

Family & Friends Arrive

10—15 min. early

Volunteers greet guests at the assembly area. Use this time to set up flowers, pictures, etc. at the committal shelter.

Procession starts here; please stay with vehicle.

00:00 Vehicle Procession

(5 min)

ON THE HOUR: Procession will drive from guest assembly area to committal shelter (not graveside). Casket/urn is set in place while guests take a seat & silence their phones.

00:05 Military Honors

(5—10 min)

Honors include: Sounding "Taps," folding & presentation of the flag to the next of kin. For retired veterans & active-duty deaths, a 3-round rifle volley or pallbearers might also be present. Please allow Honor Guard a moment to depart afterward.

Spouse's service will begin with 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 to collect your loved one's casket or urn (and up to 3 floral arrangements) for final placement. You are welcome to visit the gravesite after 4:00 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 is already laid to rest 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. Every service is attended by a team of Cemetery Volunteers, who can assist the family with anything they may need before or during the service. 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**. Services are conducted on the hour and are **limited to approximately 20 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 4:00 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 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 separation paperwork and Death Certificate.

FINDING A GRAVESITE

All interments are entered in and can be located on the [Idaho State Veteran's Cemetery Grave Locator Web App](#). Scan QR code for access to site.

Each section of the cemetery is marked with curb markers. All gravesites are annotated by the Section, Row, and Site. For example, Plot # 12-J-155 is located in Section 12, Row J, Site 155. In the same way, Columbarium Wall Niches are annotated by the Wall, Row and Niche number. So Plot # D-A-59 is located at Wall D, Row A, Niche 59.

Refer to the Cemetery Map for details on gravesite locations. If you are unable to find the gravesite of your loved one, cemetery volunteers or staff can assist you.



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)