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Checklist for scheduling a burial at a national cemetery

Topics Burials and memorials

Audience Veterans Family members

Use our checklist to gather information before you call the National Cemetery Scheduling Office (NCSO). Call the National Cemetery Scheduling Office toll free at 800-535-1117. We're open every day from 8:00 a.m. to 7:30 p.m. ET.

Note: If you're planning a burial in advance for yourself, you need to have a pre-need decision letter that confirms your eligibility. [Learn more about pre-need eligibility determination](#)

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Checklist

☐ Name of national cemetery you're requesting

Deceased Veteran's details:

- ☐ Deceased Veteran's full name
- ☐ Deceased Veteran's home address
- ☐ Deceased Veteran's Social Security number
- ☐ Deceased Veteran's date of birth
- ☐ Deceased Veteran's date of death
- ☐ Deceased Veteran's branch of service
- ☐ Deceased Veteran's marital status at time of death

Funeral home details:

- ☐ Funeral home name and ID number
- ☐ Funeral home's address and phone number
- ☐ Funeral home contact person's name and email

Surviving spouse or family details:

- ☐ Surviving spouse's full name (or next of kin's)
- ☐ If next of kin, relationship to deceased Veteran
- ☐ Spouse/next of kin's Social Security number
- ☐ Spouse/next of kin's date of birth
- ☐ Spouse's Veteran status
- ☐ Spouse's request for a set-aside grave
- ☐ Did the deceased Veteran have adult dependent children who are mentally or physically disabled?
- ☐ If yes, their full name, Social Security number, and date of birth

Interment (burial) details:

- ☐ Type of interment (cask or urn)
- ☐ For cask, liner type (standard government or private vault)
- ☐ For case, liner size (small 60L x 20W x 18D; regular 86L x 30W x 28D; extra large 86L x 38W x 28D; oversized 88L x 34W x 27D; jumbo 98L x 44W x 30D)

Legally required details:

You will be asked to respond to the following federally required questions.

- ☐ "To the best of your knowledge, has the decedent ever committed a capital crime?"
- ☐ "To the best of your knowledge, has the decedent ever been convicted of a sexual offense of which he or she was sentenced to a minimum of life in prison?"
- ☐ Spouse's request for a set-aside grave

Military honors and emblem of belief details:

- ☐ Request for military honors (yes/no)
- ☐ Branch of service
- ☐ Request for committal service (yes/no)
- ☐ Request for a religious emblem of belief for the marker (yes/no/not at this time)
- ☐ Selection of the [emblem of belief](#)

Scheduling details:

- ☐ Method of delivery to the cemetery
- ☐ Name of individual who is scheduling military honors
- ☐ Preferred date and time of the scheduled service

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Need more help?

National Cemetery Scheduling Office: [800-535-1117](tel:800-535-1117)

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