### Checklist template

Source: <https://www.cem.va.gov/pdf/NCA_NCSO_BeforeYouCallChecklist.pdf>

**H1 Checklist for scheduling a burial at a national cemetery**

**Tags** Burials and memorials, National Cemeteries Administration

**Audience** Veterans, Family members

**Intro text:** 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](tel:+18005351117). 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 [<https://www.va.gov/burials-memorials/schedule-a-burial/>]

**Checklist H2**

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 military rank

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 60 X 20 X 18; regular 86 X 30 X 28; extra large 86 X 38 X 28; oversized 88 X 34 X 27; jumbo 98 X 44 X 30)

**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?”

**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

Cta buttons:

Find a Veterans cemetery [<https://www.va.gov/find-locations/>]

Download the PDF checklist (PDF) [<https://www.cem.va.gov/pdf/NCA_NCSO_BeforeYouCallChecklist.pdf>]