**Pre-Need Video Application Guide**

0:00  
VA Form 40-1007, where the Application for Pre Need Determination of Eligibility for Burial in a VA National Cemetery is a publicly available form meant for veterans, their spouses, and their adult dependent children.

0:17  
On the introduction page, useful tips are provided including what information and documents are needed to complete the application, the advantages of signing in before starting, and how applicants can get help with the form.

0:32  
For this demonstration, we will select Start Your Application without signing in.

0:38  
The first step asks whether the application is being filled out by someone other than the person seeking benefits.

0:45  
We call this person a preparer.

0:48  
The drop down at the bottom provides additional information on the requirements for using a preparer.

0:54  
Drop downs like these are present throughout the application and can be expanded to learn more.

0:59  
It is also important to note that for all questions marked required like this one, a user cannot proceed without answering.

1:07  
For this demonstration, we will select and filling it out for someone else, then press continue.

1:13  
The next few screens will only appear if this response is selected, indicating that a preparer is filling out the application.

1:21  
If a user indicates I'm filling it out for myself, they will go straight to the Applicant section, passing the preparer information fields.

1:30  
On this page, the preparer should enter their first and last name and click continue here and throughout this video.

1:36  
Made-up dummy data will be used for demonstration purposes only.

1:42  
If the address entered by the preparer is in the United States or on AUS military base, then they will be taken to an address validation screen which asks the user to confirm their address either by choosing between their original entry and a suggestion or by manually checking their entry if a suggestion cannot be found.

2:04  
Here we will look at the screen that is seen if an address cannot be confirmed Later, we will look at the screen that is seen.

2:11  
When a suggested address can be found to proceed, the user can click Continue.

2:18  
The user is given the opportunity to review the mailing address they entered.

2:23  
If they see an error, they can click the back button to return to the previous page to make edits.

2:29  
If the address looks correct, they can click continue to proceed with the rest of the application.

2:35  
If they would like more information about why an address cannot be confirmed, they can click the drop down.

2:41  
Why we can't confirm the address you entered.

2:45  
The applicant section of the application should be filled out.

2:49  
About the person who is seeking to receive a pre need eligibility determination.

2:54  
We will refer to this person as the applicant.

2:57  
The application would skip to the screen if on the first page the person filling out the form selected.

3:03  
I'm filling it out for myself.

3:05  
On the first screen of the Applicant information section, the user should indicate the applicant's relationship to the veteran.

3:12  
An informational drop down is also present to clarify what is meant by adult dependent child.

3:18  
For this example, we will select Husband, then Continue.

3:23  
This page should be filled out with the biographical information of the applicant, in this case the husband.

3:29  
After completing the information on the page, the user should click Continue.

3:46  
Here the contact information for the applicant is requested.

3:50  
If the address entered is in the United States or on AUS military base, the user will be asked to validate the address when they select continue.

3:59  
We will enter the address of the US White House as an example so that we can see a suggestion based on a real address.

4:22  
The person filling out the application should look at both addresses, the one they entered and the suggestion, and choose the option that best represents the applicant's street address.

4:33  
Then press continue.

4:34  
If they would like to change the address they entered, they can press back to return to the previous page.

4:41  
We now move on to the Sponsor information section.

4:44  
The term sponsor refers to the veteran or service member who the applicant is connected to.

4:50  
There's also an informational drop down that explains what it means to be a sponsor.

4:56  
If the applicant is the veteran or service member themselves, then the sponsor section would be skip.

5:02  
We only see this first question if a preparer is filling out the application.

5:07  
If the preparer selects YES to Are you the applicant sponsor then some information on the following pages will be prefilled with information taken from the preparer section.

5:19  
If we selected NO to this question or if a preparer was not used then another question about whether the sponsor is deceased would appear.

5:28  
If the sponsor is deceased then the form will not ask for contact details.

5:34  
For this demonstration we will select YES and continue.

5:40  
Because we selected YES, we see this blue information box letting us know that some information has been pre filled.

5:47  
The user can still edit any information on the screen.

5:50  
For example, we could change the spelling of the last name.

5:54  
The user can also enter additional information that could not be prefilled, like Social Security number and date of birth.

6:01  
If the preparer had not selected that they were the sponsor, or if a preparer was not used, all of this information would still be requested, but it would not be prefilled.

6:12  
When all required information has been entered, the user can select Continue.

6:18  
The mailing and contact information are also prefilled from the prepare section.

6:23  
If they indicate that they are the sponsor.

6:25  
Like the previous page, the user can still make any needed corrections and the information would still be required regardless of who is filling out the application.

6:36  
Like before, an address validation screen is displayed to give the user a chance to verify their mailing address.

6:44  
Sponsor demographics are collected for statistical purposes only and do not affect the determination of eligibility.

6:52  
All demographic questions are required.

6:55  
However, if the user is unwilling or unable to answer these questions, a prefer not to answer option is available.

7:02  
After answering the questions, we will click Continue.

7:08  
We are taken to the second page of sponsored demographic questions.

7:12  
Note that multiple options can be selected for the sponsor's race unless Prefer not to Answer is selected, as Prefer not to answer cannot be combined with any other response.

7:23  
After making our selections, we select Continue moving into the Sponsor Military History section.

7:33  
Information about the sponsor's military service is collected here.

7:37  
We will select Veteran and Continue.

7:40  
If the sponsor served under another name, the user should select YES and they will be prompted to enter it.

7:47  
We will select YES and continue.

7:50  
Since we indicated that the sponsor served under another name, a screen requiring that information is shown.

7:57  
After the name is entered, we can continue to the next section of the application.

8:02  
Next is the Sponsor service.

8:05  
Section.

8:06  
A short introduction page lets the user know what they need to enter.

8:10  
Users must enter at least one service.

8:13  
And can enter up to three.

8:16  
The next page asks about the first service.

8:20  
If we start typing in this branch of service field, Magic values will display.

8:25  
We will select U.S.

8:26  
Army for this demonstration.

8:30  
When we select Continue, we are taken to a summary page which shows the service.

8:35  
We just entered, with options to edit or delete that.

8:40  
Additionally, the user is asked if they have another service period to add unless they have already entered the maximum number allowed by the application.

8:49  
We will select Yes to enter another service.

8:54  
We are taken back to the Service.

8:56  
Entry page to add another service.

8:59  
This time we will select U.S.

9:01  
Navy and add a service start and end date.

9:21  
When we click Continue, we are again taken to the Service.

9:25  
Summary screen.

9:26  
This time we can see both of the periods including the dates that were entered in for the US Navy service 1/3 service.

9:36  
Could be entered or we can select NO to this question and continue on to the burial benefits section.

9:45  
The burial benefits section seeks information about anyone else buried under the sponsors eligibility.

9:52  
We will select YES to indicate that there is someone buried in Ava National Cemetery under the sponsors eligibility.

10:00  
Then we click Continue.

10:03  
Since we answered yes, a screen asking for the deceased person's name will appear.

10:09  
If multiple people are buried under the sponsor's eligibility, then the user can select Add another deceased person to add more.

10:17  
This can be repeated until all persons buried under the sponsor's eligibility have been added.

10:23  
Then the user should select Continue to proceed.

10:27  
If the applicant has a preferred cemetery to be buried in, they can enter it here.

10:32  
A link to find Ava Cemetery is located below the question and will open in another tab for the user to reference without losing their place in the application.

10:42  
As an example, if the applicant's preferred cemetery is the Arlington National Cemetery, the user can enter the first few letters and matching options will populate.

10:53  
After selecting the cemetery, we will click Continue on the Supporting Documents page.

11:01  
Additional information is available regarding what files to upload and what file types are supported.

11:08  
The user can click on the grey expandables For more information.

11:12  
In general, adding the DD214 of the veteran or service member is recommended.

11:18  
We will upload an example file by clicking the Upload File button, then selecting what type of document we have uploaded.

11:26  
Another file can be uploaded by pressing Upload Another File.

11:31  
Once all of the desired files have been uploaded, the user can select Continue to go to the review screen.

11:56  
On the review screen, the user can select any of the section heading Expandables to see what they entered and edit and update it if necessary.

12:16  
When they are happy with everything entered, they should read and acknowledge the privacy statement and submit the application.

12:31  
Upon submitting the application, the user is taken to a confirmation page which can be printed for the applicants records.

12:40  
Additionally, a mailing address and fax number are provided in case the applicant has more documents to submit.

12:49  
This concludes the presentation.

12:51  
Thank you for watching the video.

12:52  
Application Guide for VA Form 40-1007.

12:58  
Pre need determination of eligibility for burial in a VA National Cemetery.