



Protocol for Scheduling and Burial Services State Veterans Cemeteries

This document contains information for next of kin and relatives of eligible deceased veterans and dependents regarding the process of interment at State Veterans Cemeteries.

Please note that State Veterans Cemeteries do not make funeral arrangements, provide mortuary services, or perform cremations. Any item or service obtained from a funeral home or cremation office will be at the family's expense. Please contact your local County Veterans Service Office (CVSO) with questions concerning burial allowances and survivor benefits. A directory of CVSOs can be found at <https://www.calvet.ca.gov/VetServices/Pages/CVSO-Locations.aspx>, or contact your county government to find the office near you.

SCHEDULING

Cemetery staff may schedule a service once the burial application is approved, and pending receipt of other pertinent documents. New applications will be processed for eligibility in the order they are received.

DATE & TIME

When scheduling a service you will be offered the first available date and time. If that date and time is not suitable, staff will work with you to select a more suitable date and time. Services are conducted four days per week on Mondays, Tuesdays, Thursdays, and Fridays. Available times vary at each cemetery. Services may last up to a maximum of 30 minutes. Military Honors, if requested, take place first and generally lasts about 10 minutes. The remaining 20 minutes is allocated for family and friends to pay their respects and/or invite spiritual or religious leaders to speak. If no Military Honors will take place, the family may use the entire 30 minutes as they desire.

GRAVESITE ASSIGNMENT

All gravesites are assigned; they may not be reserved or selected in advance. Assignments are made without regard to rank, branch of service, or other considerations. Eligible dependents (spouse/child) are placed in the same gravesite as the veteran. In the case of two eligible veteran spouses, each individual will be entitled to their own gravesite, if desired. Adjacent gravesites may be requested/reserved for such veterans; please ask cemetery staff for more information at time of scheduling.

MILITARY HONORS

Each eligible, deceased veteran is entitled to **one** free Military Funeral Honors service and **one** free burial flag provided by the U.S. Government, as per Public Law 106-65. Military Funeral Honors consists of the playing of Taps and a flag-folding ceremony and presentation of the flag to the veteran's next of kin or other designated person. In the case of military retirees, a service member killed in action, or other special categories of veterans, a rifle detail may be granted. An Honor Guard from the veteran's specific military branch (Army, Navy, Marine Corps, Air Force, or Coast Guard) will render Military Funeral Honors. The mortuary or family will request services via the veteran's branch. Cemetery staff may be able to assist with these processes.

If the deceased veteran has previously received Military Funeral Honors, the Honor Guard will not render a second Honors service.

SCHEDULING REMINDERS

When cemetery staff speaks to you to schedule the service, they will ask the following questions:

1. Have Military Funeral Honors ever been rendered for the veteran before? If so, please provide details.
 2. If not, would you like to have Military Funeral Honors? (veterans only)
 3. Have you already requested or received a burial flag or Presidential Memorial Certificate on behalf of the veteran? (veterans only)
 4. Will family, friends, or religious/spiritual leaders speak during the service? (Family must arrange these details)
 5. Do you have any special needs or requests? (Family may choose to arrange additional offerings such as music and floral, but must notify the cemetery in advance)
- Please give some thought to your responses prior to calling the cemetery to schedule. This will help to expedite the scheduling process.

DAY OF SERVICE/INTERMENT

Please arrive at the Cemetery Administration Office at least 30 minutes prior to your scheduled service time. You are required to bring the following items:

BURIAL PERMIT

You will need to obtain a Burial Permit ("Application and Permit for Disposition of Human Remains"). If you are working with a funeral home, a Burial Permit will be issued specific to the cemetery of the interment that you identify. Alternatively, you may visit any Health Department of Office of Vital Records in any county in the state of California. You will need to bring the decedent's death certificate along with you in order to receive a Burial Permit. The cost for the Burial Permit may vary by county, but is usually \$10 to \$12. The Burial Permit must be filled out completely; most importantly it should identify the appropriate district of disposition (Box 10E) and the applicable State Veterans Cemetery for final burial (Box 12A, examples below). **Please note that you must provide the updated Burial Permit to cemetery staff on the day of interment (*before the service may begin*), so please begin the process as soon as possible.**

Examples:

For interments at Northern California Veterans Cemetery in Igo, CA:

Box 10E. ADDRESS OF REGISTRAR OF DISTRICT OF DISPOSITION
Shasta County Health and Human Services
2650 Breslauer Way
Redding, CA 96001

Box 12A. NAME AND ADDRESS OF CALIFORNIA CEMETERY
Northern California Veterans Cemetery
11800 Gas Point Road
Igo, CA 96047

For interments at California Central Coast Veterans Cemetery in Seaside, CA:

Box 10E. ADDRESS OF REGISTRAR OF DISTRICT OF DISPOSITION
Monterey County Health Department
1270 Natividad Road
Salinas, CA 93906

Box 12A. NAME AND ADDRESS OF CALIFORNIA CEMETERY
California Central Coast Veterans Cemetery
2900 Parker Flats Road
Seaside, CA 93955

FLAG REQUEST FORM

The U.S. Government provides one free burial flag for each deceased veteran. If the funeral home already provided this flag to you, or you obtained it directly from the U.S. Government, please notify cemetery staff at the time of scheduling, and bring it to the applicable State Veterans Cemetery for Military Funeral Honors. Please note that the U.S. Government will not replace a flag that was lost, destroyed, or stolen. If you have *not* received a burial flag, please fill out and sign the Application for United States Flag for Burial Purposes and bring it with you to the cemetery on the day of service/interment.

MONUMENT INSCRIPTION FORM

Please follow the directions on the Monument Information and Inscription Form (refer to the sections on Religious Emblems and Valor Awards to help you complete the form). Please bring the signed form with you to the cemetery on the day of the interment. Cemetery staff will use the personal inscription you inscribed on the form to order the engraved monument. If there is no personal inscription on this form, cemetery staff will order the monument without a personal inscription. *Please note: Delays in completing this task may result in the service being shortened.*

DAY OF SERVICE/INTERMENT REMINDERS

Arrive at the Cemetery Administration Office at least 30 minutes prior to your scheduled service time. You must bring the following items:

1. The urn/box containing your loved one's remains. (The funeral home will deliver the casket and follow the Cemetery Representative's transport instructions).
2. The Burial Permit identifying the applicable State Veterans Cemetery as the cemetery of final disposition in Box 12A.
3. The completed Monument Inscription Form.
4. The completed Flag Request Form (or a flag if you were previously issued one), if Military Honors are requested for the veteran.
5. The burial fee for an eligible dependent, if being interred that day. Please note: burial of veterans is free, but the fee for burial of eligible dependents is determined by the current rate set by the USDVA for plot allowances and is subject to change every year in October. Cemetery staff will notify you of the correct amount prior to the interment date. **The fee is payable only by cash, check, or money order, and is not**

payable until the day of service/interment. Pre-payments will not be accepted.

After necessary paperwork is completed in the Administration Office, a Cemetery Representative will review the details of the service with the family and provide directions as to where to go for the service. Services must begin and end on time and last no longer than 30 minutes, which includes 10 minutes for Military Funeral Honors, if requested. A Cemetery Representative must be present for all services; no exceptions are permitted.

The interment will take place immediately following the service. The Cemetery Representative will invite family and friends to accompany them to observe the lowering of the casket or placement of the urn. However, no unauthorized persons will be allowed in the immediate gravesite area during a casket or an in-ground urn placement. State Veteran Cemeteries do not provide a reception area for gatherings either before or after the service. Food, alcohol, and tobacco products are strictly prohibited at all times (please read [Visitor Rules At State Veterans Cemeteries](#) for a complete list of rules). Families should make alternative arrangements for receptions and/or memorial programs elsewhere, if desired.

AFTER THE PLACEMENT

Cemetery staff will order the monument soon after the interment is complete. Monuments are expected to arrive within two months from the date they are ordered. Cemetery staff will notify the family once the monument has been installed. A Presidential Memorial Certificate for the veteran is mailed by the USDVA to the next of kin and should be received within eight months.

NOTE REGARDING DECEDENTS INTERRED AT OTHER CEMETERIES

Some families have inquired about their loved ones who are interred elsewhere, such as USDVA national cemeteries (e.g. Sacramento Valley National Cemetery or San Joaquin Valley National Cemetery). It may be possible to move remains from one cemetery to a State Veterans Cemetery; however, according to USDVA and military guidelines, a veteran is only entitled to one free burial, one Military Funeral Honors ceremony, and one free burial flag. Therefore, if a second burial of a veteran is requested, the family would be responsible for the current burial fee as set by USDVA on the day of interment.

There is a four-step process to move someone from another cemetery to a State Veterans Cemetery:

1. **Establish eligibility at a State Veterans Cemetery.** If you have received a CalVet Eligibility Confirmation Letter, you have established eligibility at a State Veterans Cemetery.
2. **Apply for dis-interment from the current cemetery.** Contact the cemetery where the veteran and/or eligible dependent currently rests, and ask them how to apply for dis-interment. Please note there may be a fee for dis-interment. The next of kin is responsible for any costs associated with dis-interment.

3. **Obtain a Burial Permit.** See the instructions above under Burial Permit.
4. **Contact a State Veterans Cemetery to schedule the re-interment.** Please ensure that the dis-interment occurs prior to the appointment for re-interment at a State Veterans Cemetery. They may occur on the same day if scheduling permits.

QUESTIONS?

If you have any questions about the information in this document,
please contact a State Veterans Cemetery office:

Northern California Veterans Cemetery

11800 Gas Point Road

Igo, CA 96047

(530) 396-2429

ncvc.ncvc@calvet.ca.gov

California Central Coast Veterans Cemetery

2900 Parker Flats Road

Seaside, CA 93955

(831) 393-9371

cccvc@calvet.ca.gov