

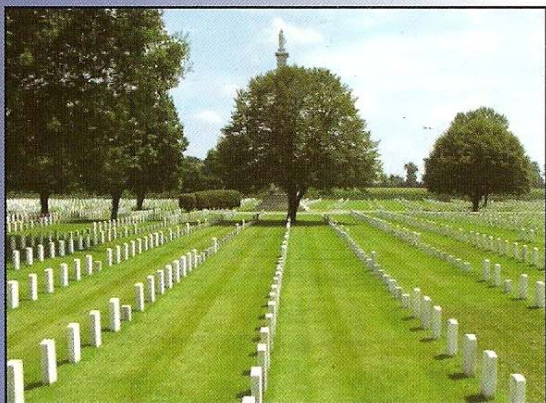
THERE ARE INSTANCES WHEN YOU  
SHOULD CONTACT A NATIONAL  
CEMETERY DIRECTLY FOR  
SCHEDULING SUPPORT.  
THEY ARE:

- Active duty interment scheduling
- Interment cancellation or rescheduling
- Change to information initially provided to Scheduling Office
- Request for disinterment and/or relocation to another national cemetery



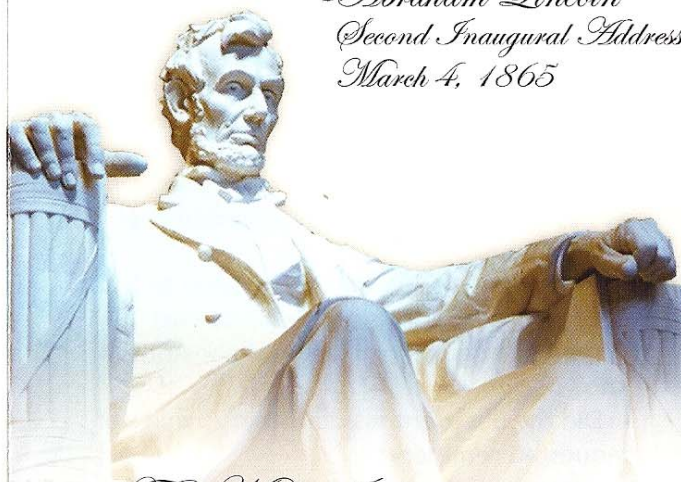
### National Cemetery Administration Mission Statement

The National Cemetery Administration honors Veterans with final resting places in national shrines and with lasting tributes that commemorate their service to our nation.



*"To care for him who  
shall have borne the  
battle and for his  
widow, and his orphan."*

*-Abraham Lincoln  
Second Inaugural Address  
March 4, 1865*



*For More Information:*

National Cemetery Scheduling Office  
St. Louis, Missouri

Fax: 1-866-900-6417  
Phone: 1-800-535-1117

Additional information on our National  
Cemeteries may be found on our website:

NCA website: <http://www.cem.va.gov/>

NCA IS-3  
#P96274



*National  
Cemetery  
Scheduling Office*



National Cemetery Administration  
Department of Veterans Affairs



# National Cemetery

## Step 1 – FAX 1-866-900-6417

**Fax** all discharge documentation to the National Cemetery Scheduling Office at **1-866-900-6417** and **follow-up** with a phone call to **1-800-535-1117**.

**I**t is important to have all eligibility documentation available prior to calling the Scheduling office. Burial in a national cemetery is based on military service. A copy of an official military discharge document bearing an official seal or other supporting documentation is usually sufficient to determine eligibility for burial. The document must show release from service was under conditions other than dishonorable. Discharge documentation is not usually needed for scheduling when a Veteran or eligible dependent is already interred in a national cemetery.

### ***If you have no eligibility documentation ...***

Scheduling Office agents will assist you with the verification process. Requests for eligibility determination when no military discharge documents are available may require 48 hours or more for verification. Scheduling Office personnel will contact you within 48 hours of the initial process with verification results or an explanation of the delay.

*Information gathered will only be used to determine eligibility and the National Cemetery Administration will not give, sell or transfer any personal information outside the Department of Veterans Affairs.*



# Scheduling Office

## Step 2 – CALL 1-800-535-1117

***In order to assist you, please have the following information readily available:***

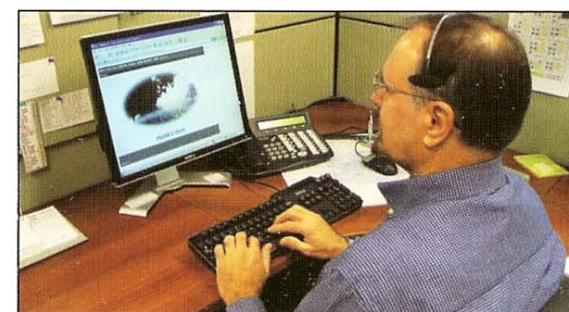
- Cemetery of choice
- First or subsequent burial (Veteran or dependent already buried)
- If subsequent interment, who is already interred, section and site # (if known)
- Decedent's full name, gender, SSN, date of death, date of birth & relationship (Veteran or dependent)
- Contact Info (funeral director's name as well as the name address, and E-mail address of funeral home)
- Next of kin info (name, relationship to deceased, SSN, phone number, address)
- Type of religious emblem for headstone (if known)
- Did the decedent reside within 75 miles of requested cemetery?
- ZIP code of decedent at time of death
- County of decedent at time of death
- Type of burial (casket or cremation)
- Marital status of deceased (if Veteran is buried in a private cemetery, must provide documentation of marital status of spouse at time of death)
- Casket size/liner size/urn size/urn vault size
- Is surviving spouse a Veteran?
- Any disabled children for future interment (must provide name and date of birth). If requesting immediate interment (must provide marital status, doctor's statement stating type of illness, date of onset of illness and capability of self-support).
- Military Honors requested

# St. Louis, Missouri



Researching Burial Information

The National Cemetery Scheduling Office provides interment scheduling service 7 days a week, from 7 a.m. to 6:30 p.m. Central Time. The Scheduling Office is closed Thanksgiving Day, Christmas Day, and New Year's Day. As a service to all Veterans and their families, a national cemetery will never go more than two days without offering interment times and we will be able to advise you which days are open for interments when there is a three-day federal holiday.



National Cemetery Scheduling Agent assisting a caller