

# PRE-NEED/BURIAL REQUEST APPLICATION

	Keithville nlvc@la.gov	Leesville clvc@la.gov	Slidell slvc@la.gov	Rayville nelavc@la.gov	Jennings swlvc@la.gov
PRE-NEED (BEFORE DEATH)	P - (318) 925-0612	P - (337) 238-6405	P - (985) 646-6458	P - (318) 728-4346	P - (337) 246-7094
BURIAL (AFTER DEATH)	F - (318) 925-5521	F - (337) 238-6448	F - (985) 646-6481	F - (318) 728-5921	F - (337) 246-7096

## DECEDENT INFORMATION

FIRST NAME:		MIDDLE NAME:		LAST NAME:		SUFFIX:
SS#:	DATE OF DEATH:	DATE OF BIRTH:	MALE FEMALE	VETERAN DEPENDENT*	* IF THIS IS A DEPENDENT THERE MAY BE A FEE DUE ON THE DAY OF BURIAL	
NEVER MARRIED	MARRIED	DIVORCED	WIDOWED	IF MARRIED, IS SURVIVING SPOUSE A VETERAN?: YES NO IF YES, RETURN DISCHARGE DOCUMENTS WITH THIS FORM		
HOME OF RECORD AT TIME OF DEATH: ZIP CODE: CITY: PARISH/COUNTY: STATE:			IS A SPOUSE OR DEPENDENT ALREADY BURIED IN THIS CEMETERY? YES NO IF YES, PLEASE ENTER NAME:			

## VETERAN AND MILITARY SERVICE INFORMATION

FIRST NAME:		MIDDLE NAME:		LAST NAME:		SUFFIX:
SS#:	DATE OF BIRTH:	MALE FEMALE	BRANCH OF SERVICE:	HIGHEST RANK HELD:		
YEAR ENTERED SERVICE:	YEAR EXITED SERVICE:	RETIRED FROM SERVICE (MORE THAN 20 YEARS)?	YES NO	* DISCHARGE DOCUMENTS MUST MATCH THIS INFO		
ANY OTHER INFORMATION THE CEMETERY SHOULD KNOW ABOUT THE VETERAN'S SERVICE:			HAS THE DECEASED OR VETERAN EVER BEEN CONVICTED OF A STATE OR FEDERAL CRIME WHICH THE PUNISHMENT COULD BE LIFE IMPRISONMENT? YES NO			

## CONTACT INFORMATION FOR SCHEDULING (MUST BE FUNERAL HOME IF A CASKET)

FUNERAL HOME:	CONTACT PERSON:	PHONE #:	EMAIL:
FAMILY CONTACT NAME:	RELATIONSHIP:	PHONE#:	EMAIL:
LEGAL NEXT OF KIN NAME (IF DIFFERENT FROM ABOVE):	RELATIONSHIP:	PHONE#:	
COMPLETE MAILING ADDRESS:			

## INTERMENT/SERVICE INFORMATION

INTERMENT TYPE (SELECT ONE):	CASKET (IN GROUND)	COLUMBARIUM WALL (NICHE/CREMAINS)	IN-GROUND BURIAL (CREMAINS)	SCATTER GARDEN (MEMORIAL WALL)
IF CASKET IS OVER 28" WIDE; INSERT MEASUREMENTS:	WILL A SPOUSE BE BURIED WITH DECEDENT IN THE FUTURE? YES NO IF YES; WILL SUBSEQUENT SPOUSE BE CASKETED CREMATED UNDECIDED			
SERVICES REQUESTED AT CEMETERY (NO FUNERALS ARE HELD AT CEMETERY):	VERY BRIEF COMMITTAL SERVICE WITH HONORS AT COMMITTAL SHELTER	BRIEF COMMITTAL SERVICE ONLY (NO HONORS)	HONORS ONLY (VETERAN)	DIRECT BURIAL (NOT USING SHELTER)

- FUNERAL HOME IS RESPONSIBLE FOR REQUESTING MILITARY HONORS AND PROVIDING THE BURIAL FLAG
- A BURIAL TRANSIT PERMIT MUST ACCOMPANY ALL CASKETED REMAINS
- BY SUBMITTING THIS FORM I ACCEPT AND AGREE WITH ALL VA REGULATIONS FOR BURIAL
- FUNERAL HOME IS RESPONSIBLE FOR VERIFYING MARRIAGE DOCUMENTS TO ENSURE THE ELIGIBILITY OF SPOUSES

## **COMPLETING THE APPLICATION**

**Pre-Need (Before Death)** – If you are using this form prior to a loved one passing away, you will select the Pre-Need button. This will allow you to only fill out the parts of the application needed to determine eligibility. This is not a requirement for burial in our cemetery but you can do this in advance of passing if you are unsure of your eligibility for burial in a Louisiana state veterans cemetery.

**Veteran and Military Service Information** – This is information about the veteran only. You do not have to be retired from military service to be eligible but the question helps us to verify we have all of the information we need about the veteran's service. There is a place to mark any additional information you think we may need in order to determine eligibility.

**Required Fields** – Certain information about the veteran is required to submit this form. If the field is outlined in **RED** it is required.

**Burial (After Death)** – If someone has passed away and they have been or are in the process of being cremated, the person arranging the burial would complete this form by selecting the Burial button at the top of the page. The first section is all about the person who has passed away. If they are the veteran, when you select the veteran button their basic information will copy to the veteran information section. If the person who passed away is the dependent then you will need to complete the veteran section in full.

**Veteran and Military Service Information** – This is information about the veteran only. You do not have to be retired from military service to be eligible but the question helps us verify we have all of the information we need about the veteran's service. There is a place to mark any additional information you think we may need in order to determine eligibility.

**Required Fields** – Certain information about the veteran is required to submit this form. If the field is outlined in **RED** it is required.

**Contact Information** – We only need Funeral Home information if they are involved in the burial. We do need the family member who is making arrangements listed as the Family Contact, if this person is not the legal next of kin we will need contact information for the legal next of kin in this order: Legally Married Spouse, Biological or Adopted Children, Parents, Siblings, Extended Family.

**Interment/Service Information** – You will select your cremation location based on the area of your choice (subject to availability at that cemetery). Please read over the choices for services requested before you choose. Our cemeteries use these choices when scheduling services to ensure the best employee coverage and setup for your service choice.

**Submitting the Form** – When you are ready to submit the form you will click the red SUBMIT button at the top of the form that is below the cemetery of your choice. This will open your email and attach the form to the email automatically. Please add the DD-214 and any other documents requested to that email. If you need to use this form again you can click on the CLEAR FORM button on the bottom and it will reset the form.