

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 and their families with final resting places in national shrines and with lasting tributes that commemorate their service and sacrifice 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

NCA website: www.cem.va.gov

 www.facebook.com/nationalcemeteries

 www.twitter.com/vanatcemeteries



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NATIONAL CEMETERY SCHEDULING OFFICE

VA



**U.S. Department
of Veterans Affairs**

National Cemetery
Administration



Step 1:

Fax 1-866-900-6417

Or Scan and Email

NCA.Scheduling@va.gov

Fax all discharge documentation to the National Cemetery Scheduling Office at 1-866-900-6417 or Scan and Email the documentation to NCA.Scheduling@va.gov with the name of the Decedent in the subject line. Follow-up with a phone call to: 1-800-535-1117.

Burial in a national cemetery is based on military service. It is important to have all eligibility documentation available prior to calling the Scheduling Office. 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 that the release from service was under conditions other than dishonorable. Discharge documentation is not usually needed for scheduling when a Veteran, spouse or eligible dependent is already interred in a national cemetery.

If you have no eligibility documentation ...

Scheduling Office Eligibility 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 request 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.

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, spouse 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 and relationship (Veteran, spouse 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 emblem of belief for headstone, if requested
- 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



Researching Burial Information

The National Cemetery Scheduling Office is open 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. Interments at national cemeteries are conducted Monday thru Friday. When a federal holiday falls on a Monday or Friday, cemeteries will open for interments for one day over the holiday weekend as a service to Veterans and their families. The Scheduling Office will have the most current schedule of available interment times for each cemetery.



National Cemetery Scheduling Agent assisting a caller