



THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF VETERANS' SERVICES

MASSACHUSETTS VETERANS' MEMORIAL CEMETERIES

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Dear Funeral Directors,

Greetings from the Massachusetts Veterans' Memorial Cemeteries, I'd like to take this opportunity to discuss a few matters of importance with you.

1) We have a new Application for Interment at Massachusetts Veterans' Memorial Cemeteries. This is the first major revision in 20 years, and brings the document into the modern day with a better format, pertinent information about what documents we need before scheduling a service, email addresses, revised layout, and additional information.

2) Please ensure that the person legally responsible for making interment arrangements fills out completely all of the information requested and signs both sides. Incomplete applications may delay scheduling a service. Please use the new attached application starting immediately.

3) Massachusetts Veterans' Memorial Cemeteries will now mirror the process for scheduling services used at National and other State Veterans Cemeteries. Effective immediately, services will not be scheduled until the following is submitted and MVMC staff has approved military eligibility:

- A completed, signed Application.
- Documentation of all military service

4) 48 hours before the service, the following legible documents must be provided:

- Proof of Veteran's Massachusetts residency (copy of driver's license or certificate from the city/town)
- Copy of the marriage certificate or proof of marriage
- Copies of the birth certificate or driver's license for veteran and spouse (if applicable)
- Copy of death certificate or attestation, and
- Signed cremated remains form (if applicable).
- Documentation (Application, doctor's letter, long-form birth certificate) for dependent child(ren) if applicable.

Failure to provide these documents to us 48 hours prior to the service may result in it being canceled for failure to submit proper, required documentation.

The only 3 documents that must be delivered to the cemetery upon arrival are:

- Original burial transit permit/cremation certificate
- Signed inscription form
- Check payable to Massachusetts Veterans' Memorial Cemeteries for any fees.

5) Please note that each month our staff handles hundreds of requests to look up military documentation, so I ask that you please limit requests ONLY to those services you are scheduling at MVMC. Other requests for services outside MVMC should go through your local VSO, looked up on MRO by you or your staff, or by calling the National Personnel Records Center in St. Louis at (314) 801-0800 or by faxing a request to (314) 801-0764.

6) Lastly, I want to remind you that our services start promptly on the hour, and we do up to 6 services per day. We encourage everyone to arrive approximately 15 minutes prior to the start of a scheduled service to ensure it will start on time, but not disrupt the prior or following services. Failure to arrive and be ready for a scheduled service time to start may result in that service needing to be rescheduled.

As always, if you have any questions or concerns, please contact me at (413) 374-6334 or Richard.Bastien@state.ma.us

Sincerely,

Richard M. Bastien
Director of Cemeteries
Department of Veterans' Services
Massachusetts Veterans' Memorial Cemeteries