



## Northern California Veterans Cemetery

### Scheduling Protocol

**This document contains information for next of kin and relatives of eligible deceased veterans and/or dependents about the interment process of caskets or cremated remains at the Northern California Veterans Cemetery (NCVC). This document also contains instructions for obtaining a Burial Permit.**

Please note that NCVC does not make funeral arrangements, provide mortuary or funeral 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 about burial allowances and survivor benefits. A directory of CVSOs is located at <https://www.calvet.ca.gov/VetServices/Pages/CVSO-Locations.aspx>, or contact your County government to find the office near you.

#### Scheduling

**Please note that each veteran is entitled to one free Military Funeral Honors service and one free burial.** A military Honor Guard *will not* perform a second Honors service if one has already taken place. If a veteran already received a free (U.S. government-funded) burial at another cemetery and the family now wants to move him/her to NCVC, the family will have to pay a fee (see section about this on page 4).

All gravesites are assigned: they cannot be selected in advance. Assignments are made without regard to rank, branch of service, or other considerations. Spouses (and eligible dependents) are placed in the same gravesite as the veteran unless both people were veterans, in which case each is entitled to their own gravesite.

NCVC will conduct services four days per week. On Mondays, Tuesdays, Thursdays and Fridays, services take place at 9:30am, 11:00am, 12:30pm, and 2:00pm. Additional times of 8:30am and 3:00pm are available for no-service delivery burials. **The only times available for casket burials are 11:00am and 12:30pm.** Services are 30 minutes in length. Military Honors generally takes 10 minutes, which would leave 20 minutes for family and friends to pay their respects; otherwise the 30 minutes can be structured according to your needs and desires, in accordance with Cemetery guidelines. The Cemetery is open 7 days per week from 8:00am to 5:00pm, and NCVC staff will be present Monday-Friday from 8:00am to 5:00pm.

The U.S. Government provides Military Funeral Honors one time for each deceased veteran. Military Honors consists of a flag-folding ceremony and presentation of the flag to the veteran's next of kin or other designated person, the playing of Taps, and in the case of military retirees or other special categories of veterans, a rifle detail performing a gun salute. An Honor Guard

from the California Army National Guard is based at NCVC to conduct the Army Military Honors. An Honor Guard from a specific military branch (Air Force, Navy, Marine Corps or Coast Guard) will be arranged by the funeral home. The family will need to arrange any additional services from a veteran's organization, but Cemetery staff can assist with this process.

When Cemetery staff contacts you to schedule the service, they will ask you the following questions:

1. Have Military Funeral Honors been performed for the veteran?
2. If not, would you like to have Military Funeral Honors? (For veterans only).
3. Have you already obtained a burial flag?
4. Will family or clergy speak? (Family must arrange for clergy/chaplain).
5. Do you have any special needs or requests?

It will help NCVC staff to expedite the scheduling process if you can give some thought to your responses prior to being contacted for scheduling.

### Burial Permit

Prior to the date of interment, you will need to obtain a Burial Permit from any County in California (usually from the Health Department or Office of Vital Records) that identifies NCVC as the Cemetery for final burial. This is a different document than the Death Certificate you submitted to establish eligibility. It may be easiest to obtain the Burial Permit with the help of a funeral home or mortuary, but you can also visit your County's records office and obtain it yourself. **Please note that you must provide the updated Burial Permit to NCVC staff on the day of interment, so please begin the process now of obtaining the Burial Permit. Failure to provide a current burial permit may prevent interment.** The cost for the permit may vary by County, but is usually \$10 to \$12. The Burial Permit (or "Application and Permit for Disposition of Human Remains") must include the following information:

Box 10E. Address of registrar of district of disposition (if different than county of death)	<b>Shasta County Health and Human Services 2650 Breslauer Way Redding, CA 96001 530-225-5063</b>
Box 12A. Name and address of California cemetery	<b>Northern California Veterans Cemetery 11800 Gas Point Road Igo, CA 96047</b>

### Flag Request Form

The US 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 Government, please notify NCVC staff at the time of scheduling, and bring it to NCVC for Military Honors. Please note that the US 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 return it to:

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Northern California Veterans Cemetery  
11800 Gas Point Road  
Igo, CA 96047

NCVC staff will use the completed form to obtain the flag in advance so it is available for the Military Honors.

### **Monument Inscription Application**

Please follow the directions on the Monument Inscription Application form, and refer to the enclosed Religious Emblems and Valor Awards lists to help you complete the form. You can bring the form with you to NCVC on the day of the placement – we do not need it in advance as we do not order the inscription until the placement is completed.

### **Day of Interment**

On the day of interment, please arrive at the Cemetery at least 30 minutes prior to your scheduled time and come to the Administration Office. You must bring in the following items:

1. The urn or 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 NCVC as the Cemetery of final disposition.
3. The completed Monument Inscription Application.
4. The burial fee for eligible spouses or dependents, if they are being buried. The fee for burial of spouses or dependents is the same as the current burial reimbursement rate for the veteran as set by USDVA every October 1<sup>st</sup>. Cemetery staff will notify you of the correct amount prior to the interment date, which is payable only by cash, check or money order. **The fee is not payable until the date of placement; CalVet cannot accept pre-payments.**

After the paperwork is taken care of in NCVC's Administration Office, the Cemetery Representative will meet family and friends at either the Memorial Building or the Committal Shelter, provide further information, and if the service is for a veteran, seat the flag recipient and coordinate military honors. Services should begin and end on time and last no longer than 30 minutes, including 10 minutes for the Military Honors, if you have elected to have one. A Cemetery Representative must be present for all services; no exceptions are permitted.

All interments take place immediately following the service. The Cemetery Representative will invite the family and friends to accompany him/her to observe the placement of the casket or urn. However, no unauthorized persons will be allowed in the immediate gravesite area during a casket or in-ground urn placement. The Cemetery does not provide a reception area for gatherings either before or after the service, and alcohol and food are strictly prohibited as part of any service. Families should make alternative arrangements for receptions and/or memorial programs.

### **After the Placement**

Cemetery staff will submit the request for inscription of the monument soon after the interment or inurnment takes place. It normally takes 8 to 12 weeks for the upright granite monument and 6-8 weeks for the engraved niche cover to arrive at NCVC. Cemetery staff will notify the

family when the monument has been installed. Presidential Memorial Certificates for the veteran are mailed by the VA to the next of kin and should be received in 16 weeks.

### **Special Note Regarding Veterans/Dependents Currently at Other Cemeteries**

NCVC has received inquiries from families whose loved ones are currently interred elsewhere, for example at USDVA cemeteries at Dixon or Santa Nella. It is possible to move cremated remains or caskets to NCVC from any cemetery; however, according to USDVA and military guidelines, a veteran is only entitled to one free burial, one military Honor Guard ceremony, and one burial flag. Thus, the family of a veteran would have to pay NCVC the current burial fee as set by USDVA, on the day of inurnment. The family is welcome to arrange for a veterans organization to perform a ceremony, but a military Honor Guard is not possible if the veteran has already received military funeral honors.

There is a three-step process to moving someone from another cemetery to NCVC:

1. **Establish eligibility at NCVC.**
2. **Apply for dis-interment from the current cemetery.** You need to contact the cemetery where the veteran and/or spouse and dependent currently rest, and ask them how to apply for dis-interment. Please note there will be a fee for dis-inurnment, even at USDVA cemeteries such as Dixon and San Joaquin. The next of kin is responsible for any costs associated with dis-inurnment.
3. **Obtain a Burial Permit for NCVC.** See the instructions above.

It is advisable to start the processes to apply for dis-inurnment and to obtain the Burial Permit as soon as possible.

### **Questions?**

If you have any questions about the information in this document, please contact the staff at, [nvc.ncvc@calvet.ca.gov](mailto:nvc.ncvc@calvet.ca.gov), or call 530-396-2429.