

Cemetery Pre-Registration Application Instructions

Pre-Registration allows veterans, eligible spouses, and dependent children to establish **advanced** eligibility for interment at the Alabama State Veterans Memorial Cemetery. There is no cost for pre-registration, and it does not obligate persons to be interred at the cemetery. Pre-registration is intended to simplify and assist the next of kin at the time of death. Please note that the actual interment is subject to a final eligibility determination and availability.

The United States Department of Veterans Affairs pays all interment fees for eligible veterans. A fee of **\$375.00** will be collected for the interment of eligible spouses or eligible dependent children at the time of placement.

Please complete the application as instructed below:

- Check the “Pre-registration of Veteran” box and select “Interment Type.” Eligible spouses and adult dependent children may also be pre-registered at the same time as the Veteran if desired (see below).
- Complete the “Veteran’s Information” and “Service Record” sections of the form. Please note that the “Service Record” information listed on this application is not in lieu of providing the Veterans Cemetery with a copy of each **Form DD-214** or equivalent discharge document that the Veteran was issued. A copy of these documents **MUST** be included when submitting this application. Failure to provide the required service record document will delay the processing of the application.
- If, at the time of pre-registration, it is felt that a person other than the eligible Veteran should be designated as the point of contact, please complete the “Contact Information” section; otherwise, leave it blank, and the cemetery will contact the Veteran when the Cemetery Office has questions.
- Complete the “Spousal/Dependent Information” if the eligible spouse or dependent wishes to be interred in the Veterans Cemetery. In addition, a copy of the **marriage license or marriage certificate MUST** be included when submitting this application. The spouse must also **complete the “Declaration of Citizenship”** and submit it with the application package. Failure to provide a copy of the marriage license/certificate or citizenship declaration will delay the processing of the application.
- In certain circumstances, dependent children may also be eligible for interment. Complete the “Spousal/Dependent Information” if you wish to pre-register the eligible dependent child. A copy of the birth certificate and other eligibility documents must be included when submitting the application. Please contact the cemetery office for more information regarding dependent children, including the documentation required.
- The person completing the application should sign and date the form. Please indicate the relationship to the Veteran. It is recognized that in some instances, the Veteran may require assistance and not be the individual completing the application.
-

For questions or further information, please contact cemetery staff at (251) 625-1338 or via e-mail at cemetery@va.alabama.gov. Mail, fax, or e-mail the completed application and copies of the required supporting documents to:

Alabama Department of Veterans Affairs,
Veterans Memorial Cemetery at Spanish Fort
34904 State Highway 225 * Spanish Fort, AL 36527
Phone (251) 625-1338 * Fax (251) 626-9204
cemetery@va.alabama.gov

**ALABAMA DEPARTMENT OF VETERANS AFFAIRS
 VETERANS MEMORIAL CEMETERY AT SPANISH FORT
 Pre-Need Registration Application
 34904 State Highway 225 * Spanish Fort, AL 36527**

Request Type (Check all that Apply)	Interment Type (Check One)	Check One of the Below for Cremation
Pre-Registration of Veteran	Cremation	Ground Plot
Pre-Registration of Spouse	Casket	Columbaria Wall
Pre-Registration of Dep Child	Undecided	Scatter Garden

VETERANS INFORMATION			
Last Name, First Name, Middle Initial			
Address, City, State, Zip			
Daytime Phone	Cell Phone	E-mail	
Gender Male Female	Date of Birth	Social Security Number	Marital Status

SERVICE RECORD (You MUST include a copy of ALL DD-214(s), NGB 22, or equivalent discharge document(s) which verify the dates of service and rank entered here.) (Use separate sheet if necessary.)			
Branch	Entry Date	Separation Date	Rank at Discharge
Branch	Entry Date	Separation Date	Rank at Discharge

NEXT OF KIN CONTACT INFORMATION (Must be someone other than Veteran or Spouse)			
Last Name, First Name, Middle Initial			
Address, City, State, Zip			
Daytime Phone	Cell Phone	E-mail	
Relationship to Veteran			
Use Contact Information for	All Mailed Correspondence	Telephone Contact ONLY	Both

Application Continued on Page 3

SPOUSAL/DEPENDENT INFORMATION (Spouses require a copy of a marriage license or certificate at the time of application.
Dependent children require a birth certificate and proof of dependency if over 18 years of age.)

Last Name, First Name, Middle Initial

Address, City, State, Zip

Daytime Phone

Cell Phone

E-mail

Gender

Male

Female

Date of Birth

Social Security Number

Marital Status

AUTHORIZATION

To the best of my knowledge and belief, I certify that all information provided on this application and supporting documentation is true and correct.

Signature

Printed Name

Date

If not the Veteran, what is your relationship to the Veteran? (Explain)

DECLARATION OF CITIZENSHIP OR ALIEN STATUS FOR INTERMENT IN THE ALABAMA STATE VETERANS MEMORIAL CEMETERY

Alabama Act No. 2011-535, as amended by Alabama Act No. 2012-491, requires government agencies to verify the lawful presence in the United States of all applicants for a state or local public benefit before issuing any benefits. Any applicant applying for interment to any Alabama veterans cemetery, a state public benefit codified in Ala. Code §§ 31-5- 3(d) (2011) must complete this form before the Alabama Department of Veterans Affairs can issue benefits. If an applicant cannot complete the form, their family member may complete and sign this form on behalf of the applicant.

Directions: ALL applicants must complete this form for interment in any Alabama state veterans cemetery. All applicants must complete Sections I, II, and IV of this form. Applicants who indicate that they are not United States citizens or nationals must also complete Section III. Submit this completed form with any required documentation with your application for interment in the veterans' cemetery.

SECTION I – APPLICANT INFORMATION

NAME (Print or Type)		
Last	First	M.I.
Mailing Address		
Street or P.O. Box		
City	State	Zip Code

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States? (Check one) Yes No
 If you checked **YES**, complete Section IV (No additional documentation required.)
 If you checked **NO**, complete Sections III and IV.

SECTION III – ALIEN STATUS

Are you an alien lawfully present in the United States? (Check one) Yes No
 If you checked **YES**, attach a legible copy of a document from List A on the back or other document as evidence of your status. Name of the document attached: Complete Section IV.
 If you checked **NO**, complete Section IV.

SECTION IV – DECLARATION

I declare under penalty of perjury under the laws of the State of Alabama that the answers and evidence I provided are true and correct to the best of my knowledge. I understand that this public benefit is granted pending verification of my lawful presence in the United States. I further understand that if it is determined that I am not lawfully present in the United States, the ADVA will deny this benefit or terminate it and seek repayment of any benefit awarded on my behalf.

Applicants Signature	Date
Family Member's Signature	Date
ADVA Employee Receiving Form (Print) [For tracking purposes only.]	Date

LIST A

DOCUMENTS INDICATING QUALIFIED ALIEN STATUS

Evidence of “Qualified Alien” status includes the following:

Alien Lawfully Admitted for Permanent Residence

- Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”); or
- Unexpired Temporary I-551 stamp in foreign passport or on * I Form-94 Asylee
- Form I-94 annotated with a stamp showing grant of asylum under section 208 of the INA;
- Form I-688B (Employment Authorization Card) annotated “274a. 12(a) (50”, or
- Form I-766 (Employment Authorization Document) annotated “A5”;
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum. Refugee
- Form I-94 annotated with a stamp showing admission under §207 of the INA;
- Form I-688B (Employment Authorization Card) annotated “274a. 12(a) (3)”;
- Form I-766 (Employment Authorization Document) annotated “A3” Alien Paroled Into the U.S. for at Least One Year
- Form I-94 with a stamp showing admission for at least one year under section 212 (d) (5) of the INA. (Applicant cannot aggregate admission periods for less than one year to meet the one-year requirement.)

Alien Whose Deportation or Removal Was Withheld

- Form I-688B (Employment Authorization Card) annotated “274a. 12(a) (10);
- Form I-766 (Employment Authorization Document) annotated “A10”; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect before April 1, 1997, or removal withheld under §241 (b) (3) of the INA.

Alien Granted Conditional Entry

- Form I-94 with stamp showing admission under §203(a)(7) of the INA;
- Form I-688B (Employment Authorization Card) annotated “274a. 12(a) (3)”;
- Form I-766 Form I-766 (Employment Authorization Document) annotated “A3” Cuban/Haitian Entrant
- Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”) with the code CU6, CU7, or CH6;
- Unexpired temporary I-551 stamp in foreign passport or on * Form I-94 with the code CU6 or CU7; or
- Form I-94 with a stamp showing parole as “Cuba/Haitian Entrant “under Section 212(d) (5) of the INA. Alien Who Has Been Declared a Battered Alien Subjected to Extreme Cruelty
- U.S. Citizenship and Immigration Service petition and supporting documentation