



**STATE OF ALABAMA
DEPARTMENT OF VETERANS AFFAIRS**

P.O. Box 1509
Montgomery, Alabama 36102-1509
Telephone (334) 242-5077
Fax (334) 242-5102

RADM (Ret.) W. Clyde Marsh
Commissioner

Dear Alabama Veteran:

Thank you for your interest in the Alabama State Veterans Memorial Cemetery at Spanish Fort, which is the first of its kind in the State of Alabama. The Alabama Department of Veterans Affairs (ADVA) owns and operates the cemetery. Our cemetery provides a dignified resting place for Veterans and their eligible dependents. We would like to extend an invitation to you and your family to visit the cemetery and speak with a staff member.

Please review the attached preregistration information. This package provides you with information necessary to determine whether you and your dependents can be interred in the cemetery. You will need to complete the application in its entirety and submit the required supporting documentation. Each applicant for interment must sign a Declaration of Citizenship form to be included with the application.

You may submit the completed Pre-Registration Application directly to the cemetery by one of the below methods:

Alabama State Veterans Memorial Cemetery at Spanish Fort
34904 State Highway 225
Spanish Fort, AL 36527
Fax (251) 626-9204
cemetery@va.alabama.gov

After your application is reviewed, the ADVA will notify you if you have been preapproved for interment in the cemetery. Final eligibility determinations will be made at the time of interment.

If you have any questions, please feel free to contact cemetery staff at (251) 625-1338 or cemetery@va.alabama.gov. Again, thank you for your interest.

Sincerely,

W. Clyde Marsh
Commissioner

Eligibility for Veteran

Eligibility is based on a veteran meeting military service and Alabama residency as listed.

Military service requirement for burial in the Alabama State Veterans Memorial Cemetery must be in accordance with the eligibility standards as set by the U.S. Department of Veterans Affairs - National Cemetery Administration, and as a **minimum** must meet one of the following:

- Veteran was discharged from “active duty” under other than dishonorable conditions; or
- Veteran died while on “active duty, active duty for training, or inactive duty training”; or
- Veteran served at least 20 years in the National Guard or Reserves and qualified for military retirement pay (or would have qualified except death occurred before age 60).

Alabama state residency requirement for burial in state veteran cemeteries must meet one of the following:

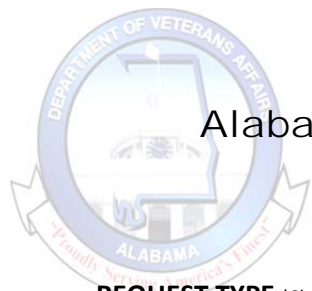
- Legal resident of Alabama at the time of death; or
- Legal resident of Alabama when he or she entered the Armed Forces of the United States (“home of record”); or
- Legal resident of Alabama for a period of 10 or more years (any cumulative period of 10 or more years, regardless of residency at the time of death).

Eligibility for Veteran's Family

Spouses, surviving spouse, and dependent children are eligible for interment even if the veteran is not buried or memorialized in a state veterans cemetery, and the veteran would have met both military service and Alabama residency requirements. This includes, lost or buried at sea, missing or missing in action, or whose remains have been donated to science or cremated and the ashes scattered.

Eligibility Includes:

- Surviving spouse of an eligible veteran that has been interred who remarries retains his or her eligibility for burial.
- Unmarried children who are under 21 years of age or who are under 23 years of age and are pursuing full-time education at an approved institution.
- An unmarried adult child of an eligible veteran of any age if the child became physically or mentally disabled and incapable of self-support by reason of mental or physical disability before reaching 21 years of age or before reaching 23 years of age if pursuing full-time education at an approved institution.



Alabama State Veterans Memorial Cemetery at Spanish Fort Pre-Registration Application

34904 State Highway 225 • Spanish Fort, AL 36527

REQUEST TYPE (Check all that apply)

- Pre-registration of Veteran
- Pre-registration of Spouse
- Pre-registration of Dependent Child

INTERMENT TYPE

- Casket
- Undecided
- Cremation
- Ground Plot
- Columbarium Wall
- Scattering Garden

Refer to the instructions on the next page. Please complete an Interment Application for a deceased veteran or spouse.

VETERAN'S INFORMATION

Last Name _____ First Name _____ Middle Name _____
Address _____ City _____ State _____ Zip _____
Daytime Phone (____) _____ Cell Phone (____) _____ Email Address _____
Gender Male Female Date of Birth _____ Social Security # _____
Marital Status Single Married Divorced Widowed Legally Separated

SERVICE RECORD (You MUST include a copy of each Form DD-214 or equivalent discharge document which verifies the dates and rank entered here.)

Service Branch _____ Rank at Discharge _____
Entry Date _____ Separation Date _____

Service Branch _____ Rank at Discharge _____
Entry Date _____ Separation Date _____

Do you have a service-connected disability? _____
Are you registered at the VA Hospital? _____ Which one? _____

CONTACT INFORMATION (Complete only if someone other than the Veteran should be contacted about this form.)

Last Name _____ First Name _____ Middle Name _____
Address _____ City _____ State _____ Zip _____
Daytime Phone (____) _____ Cell Phone (____) _____ Email Address _____
Relationship to Veteran _____
Use Contact information for All Mailed Correspondence Telephone Contact Only Both

SPOUSAL/DEPENDENT INFORMATION (For Spousal application, a copy of the marriage license/certificate is required with this form. For dependent application, a copy of birth certificate and documented proof of dependency, if over the age of 18, are required with this form.)

Last Name _____ First Name _____ Middle Name _____
Address _____ City _____ State _____ Zip _____
Daytime Phone (____) _____ Cell Phone (____) _____ Email Address _____
Gender Male Female Date of Birth _____ Social Security # _____
Marital Status Single Married Divorced Widowed Legally Separated

Authorization

I certify to the best of my knowledge, that all of the information provided on this application as well as the supporting documentation are true and correct.

Signature _____ Printed Name _____

Date _____ If not the Veteran, relationship to Veteran _____

Pre-Registration Application Instructions

Pre-Registration allows veterans and their eligible spouses or dependent children to establish **in advance** 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.

Interment fees for eligible veterans are paid by the United States Department of Veterans Affairs. A fee of **\$375.00** will be collected for 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 so 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 each of these documents **MUST** be included when submitting this application. Failure to provide the required service record document will delay 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 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. A copy of the **marriage license or marriage certificate** **MUST** be included when submitting this application. Failure to provide a copy of the marriage license/certificate will delay processing 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 certain cases the veteran may require assistance and not be the individual completing application.
- Each person who wishes to be interred must complete the attached Declaration of Citizenship or Alien Status for Interment in the Alabama State Veterans Memorial Cemetery.

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 email the completed application and copies of the required supporting documents to:

Alabama State 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
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 any benefits. If an applicant is unable to complete the form, his/her family member may complete and sign this form on behalf of the applicant.

Directions: This form must be completed by ALL applicants 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.)

Current Address: _____

County of Current Residence: _____ Date of Birth: _____ (MM/DD/YYYY)

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 B on the back or other document as evidence of your status. Name of 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 at any time it is determined that I am not lawfully present in the United States, the ADVA will deny this benefit or will terminate this benefit and will seek repayment of any benefit awarded on my behalf.

Applicant's Signature

Date

Family Member's Signature (only if applicant is unable to sign)

Date

ADVA Employee Receiving Form (Print)*
(* Tracking purposes only.

Date

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 stamp showing grant of asylum under section 208 of the INA;
- Form I-688B (Employment Authorization Card) annotated “274a. 12(a) (5)”, 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 stamp showing admission under §207 of the INA;
- Form I-688B (Employment Authorization Card) annotated “274a. 12(a) (3)”; or
- Form I-766 (Employment Authorization Document) annotated “A3”

Alien Paroled Into the U.S. for at Least One Year

- Form I-94 with stamp showing admission for at least one year under section 212 (d) (5) of the INA. (Applicant cannot aggregate periods of admission 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 prior to 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)”; or
- 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 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