



California Central Coast Veterans Cemetery

Protocol for Scheduling and Burial

This document contains information for next of kin and relatives of eligible deceased Veterans and dependents regarding the process of interment of cremated remains at the California Central Coast Veterans Cemetery, which is located on the grounds of the former Fort Ord Army Base.

About

The California Central Coast Veterans Cemetery (CCCVC) is located at 2900 Parker Flats Road, Seaside, CA 93955. The Cemetery is open 7 days per week from 8:00am to 5:00pm. The Cemetery Administration Office is open Monday-Friday from 8:00am to 5:00pm, excluding holidays.

Please note that CCCVC does not make funeral arrangements, provide mortuary 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 & Services

Cemetery staff may schedule a service once the burial application is received and approved, and pending receipt of other pertinent documents. New applications will be processed for eligibility in the order received.

When Cemetery staff contacts you to schedule placement at CCCVC, you will be offered the first available date and time. If that date/time is not suitable, we will work with you to select a more suitable date/time. Columbarium niches are assigned on a first come, first serve basis and cannot be selected in advance. Niche assignments are made without regard to rank, branch of service, or other considerations. Eligible dependents (spouse/child) are placed in the same niche as the Veteran. In the case of spouses who were both eligible Veterans, each is entitled to their own niche, if desired. Adjacent niches may be requested/reserved for such Veterans; please ask Cemetery staff for more information at time of scheduling.

Each eligible, deceased Veteran is entitled to **one** free Military Funeral Honors service provided by the U.S. Government, as per Public Law 106-65. Military Funeral Honors consists of the playing of Taps and a flag-folding ceremony and presentation of the flag to the Veteran's next of kin or other designated person. In the case of military retirees or other special categories of Veterans, a rifle detail performing a gun salute may be granted. An Honor Guard from the Veteran's specific military branch (Army, Navy, Marine Corps, Air Force, or Coast Guard) will render Military Funeral Honors. The mortuary or family will request services via the Veteran's branch. Cemetery staff may be able to assist with these processes.

If the deceased Veteran has previously received Military Funeral Honors, the Honor Guard will not render a second Honors service. However, it may be possible for the family of the Veteran to ask a Veterans organization to perform an additional service. If this is the case, please ask Cemetery staff for more information at time of scheduling. Additionally, if the Veteran previously received a free, U.S. government-funded burial at another cemetery and the family wants to move him/her to CCCVC, the family will be required to pay a burial fee (see section about this on page 4).

CCCVC conducts services four days per week; on Mondays, Tuesdays, Thursdays, and Fridays. Services take place at 9:30am, 11:00am, 2:00pm and 3:30pm and are 30 minutes in length. Military Funeral Honors occur first and generally take 10 minutes, followed by approximately 20 minutes for family and friends to pay their respects. Services that do not include Military Funeral Honors may utilize the full 30 minutes and can be structured according to the family's desires, in accordance with Cemetery guidelines.

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

1. Have you scheduled or applied for Military Honors at any other State or National Veterans Cemetery before? If so, please specify the name of the cemetery.
2. Have Military Funeral Honors ever been performed for the Veteran?
3. If not, would you like to have Military Funeral Honors? (Veterans only)
4. Have you already obtained a burial flag or Presidential Memorial Certificate? (Veterans only)
5. Will family or clergy speak? (Family must arrange for clergy/chaplain)
6. Do you have any special needs or requests? (Family may choose to arrange additional services such as music and floral, but must notify the Cemetery in advance)

It will help CCCVC 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 ("Application and Permit for Disposition of Human Remains") from any county in California, usually from the Health Department or Office of Vital Records. This is a different document than the Death Certificate you submitted to establish eligibility. The Burial Permit must identify CCCVC as the Cemetery for final burial, as shown below. It may be easiest to obtain the Burial Permit with the help of a funeral home or mortuary; however you may also visit your county records office and obtain it yourself.

Please note that you must provide the updated Burial Permit to CCCVC staff on the day of interment, so please begin the process as soon as possible. The cost for the permit may vary by county, but is usually \$10 to \$12. The Burial Permit must include the following information:

Example:

Box 10E. Address of registrar of district of disposition (if different than county of death)	Monterey County Vital Records 1270 Natividad Road Salinas, CA 93906
Box 12A. Name and address of California cemetery	California Central Coast Veterans Cemetery 2900 Parker Flats Road Seaside, CA 93955

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 CCCVC staff at the time of scheduling, and bring it to CCCVC for Military Funeral Honors. Please note that the U.S. 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, attach a copy of the Veteran's military documents, and return it to:

California Central Coast Veterans Cemetery
2900 Parker Flats Road
Seaside, CA 93955

CCCVC staff will use the completed form to obtain the flag in advance so it is available for Military Funeral Honors on the day of service.

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. Please bring the form with you to CCCVC on the day of the interment. The cemetery orders the monument once the burial is complete.

Day of Interment

Please arrive at the Cemetery at least 30 minutes prior to your scheduled service time and come to the Administration Office. You must bring the following items:

1. The urn or box containing your loved one's remains.
2. The Burial Permit identifying CCCVC as the Cemetery of final disposition in Box 12A.
3. The completed Monument Inscription Application.
4. The burial fee for eligible dependents (spouse/child), if they are being buried. Burial of Veterans is free, but the fee for burial of eligible dependents is determined by the current rate set by the USDVA for plot allowances and is subject to change every year on October 1. Cemetery staff will notify you of the correct amount prior to the interment date.
The fee is payable only by cash, check or money order, and is not payable until the day of interment. Pre-payments will not be accepted.

After the paperwork is taken care of in CCCVC's Administrative Office, staff will review the details of the planned service with the family, then accompany family and friends to the Committal Shelter. Services must begin and end on time and last no longer than 30 minutes, which includes 10 minutes for Military Funeral Honors, if you have elected to have that. 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 place the urn in the niche and staff will secure the niche cover; family members and/or friends are welcome to observe this process. The Cemetery does not provide a reception area for gatherings either before or after the service. Alcohol, tobacco products, 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 niche cover soon after the interment takes place. It normally takes 4-6 weeks for the engraved niche cover to arrive at CCCVC. Cemetery staff will notify the family when the engraved niche cover has been installed. Staff will also order the Presidential Memorial Certificate for the next of kin at the same time the niche cover is ordered, if this has not already been done by a funeral home. The Presidential Memorial Certificate will come to the address of the next of kin on file via USPS in 4-6 weeks.

Note Regarding Veterans/Dependents Currently at Other Cemeteries

CCCVC has received inquiries from families whose loved ones are currently interred elsewhere, such as USDVA national cemeteries (Sacramento or San Joaquin). It is possible to move cremated remains – but not a casket – to CCCVC from any cemetery; however, according to USDVA and military guidelines, a Veteran is only entitled to one free burial, one Military Funeral Honors ceremony, and one burial flag. Therefore, the family of a Veteran would be responsible for the CCCVC current burial fee as set by USDVA on the day of interment if this is a second Veteran burial.

There is a four-step process to moving someone from another cemetery to CCCVC:

1. **Establish eligibility at CCCVC.** If you received an Eligibility Confirmation Letter, you have established eligibility at CCCVC.
2. **Apply for dis-interment from the current cemetery.** Contact the cemetery where the veteran and/or eligible dependent currently rest, and ask them how to apply for dis-interment. Please note there will be a fee for dis-interment, even at USDVA national cemeteries such as Sacramento and San Joaquin or State Veterans Cemeteries such as the Northern California Veterans Cemetery. The next of kin is responsible for any costs associated with dis-interment.
3. **Obtain a Burial Permit from Monterey County for CCCVC.** See the instructions above under Burial Permit.
4. **Contact CCCVC to schedule re-interment at CCCVC.** Please ensure that the dis-interment occurs prior to the appointment for re-inurnment at CCCVC. They may occur on the same day if scheduling permits.

Questions?

If you have any questions about the information in this document, please the Cemetery Office at (831) 393-9371.