

<b>FUNERAL HONORS REQUEST</b> <b>CNIC 1770/1 (02-2017)</b>	Fax: 904-542-3851/0422 Email: <a href="mailto:cni_se_hq_fhs_req@navy.mil">cni_se_hq_fhs_req@navy.mil</a> Phone: 904-542-1536/1539/3852/9807/2921	Supporting Directive: CNICINST 1770.1B
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**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 USC 5013, Secretary of the Navy, 10 USC 1491 Funeral honors at funerals for veterans.  
**PRINCIPAL PURPOSE:** To maintain funeral plans or requests by specifically authorized individuals who have requested special arrangements for their funeral ceremony; to facilitate coordination of military support for the State, Official or Military funerals.  
**ROUTINE USES:** Disclosure is authorized pursuant to those generally permitted under 5 USC 522a(b) of the Privacy Act.  
**DISCLOSURE:** Voluntary, however failure to provide the requested information may result in denial of Funeral Honors support.

- 10 U.S. Code Section 1491 entitles eligible veterans to receive military funeral honors upon request by next-of-kin or an authorized agent. Military funeral honors consists of two or more military service members (at least one from the parent service) to play Taps, fold and present the U.S. flag to the veteran's family.
  - To request Funeral Honors, e-mail a completed request form and a legible copy of a DD-214 or proof of honorable service to the associated office location. The Safe Access File Exchange (SAFE) site at <https://safe.amrdec.army.mil/safe/> may be used to send securely. If sending via SAFE, please check your e-mail and follow the instructions. Info on sending files via SAFE can be found at <https://safe.amrdec.army.mil/safeguide.aspx>.
  - Military records can be requested at [www.archives.gov/veterans](http://www.archives.gov/veterans) or by calling 314-801-0800.
  - Burial flags must be provided by the requester. Burial flag info can be found at [http://www.cem.va.gov/burial\\_benefits/burial\\_flags.asp](http://www.cem.va.gov/burial_benefits/burial_flags.asp) or 1-800-827-1000.
  - Please allow 48 hours advance notice to process requests. However, if Funeral Honors are being requested within 24 hours or after normal business hours, please contact the associated office for assistance. When scheduling, please keep in mind the Funeral Honors Team will arrive **45 minutes** prior to event scheduled time.
  - Any changes to the date, time or location should be communicated **ASAP** to ensure the Funeral Honors Team arrives as scheduled.
  - Funeral Honors will only be rendered once for each eligible service member.
- Additional info on Navy Funeral Honors, including office numbers and email addresses, can be found at [www.cnic.navy.mil/funeral\\_honors](http://www.cnic.navy.mil/funeral_honors).**

**DECEASED INFORMATION**

DAY/DATE OF HONORS:	TIME OF HONORS:	<input type="radio"/> AM <input type="radio"/> PM	TIME ZONE:	SERVICE TYPE:
			<input type="radio"/> EST <input type="radio"/> CST <input type="radio"/> PST <input type="radio"/> HST <input type="radio"/> MST <input type="radio"/> AST	<input type="radio"/> URN <input type="radio"/> CASKET <input type="radio"/> OTHER: _____
SSN:	LAST NAME, FIRST, MIDDLE:		RATE/RANK:	SERVICE BRANCH:
				<input type="radio"/> USN <input type="radio"/> USMM <input type="radio"/> OTHER: _____
STATUS:	YEARS IN SERVICE:	DATE OF BIRTH:	DATE OF DEATH:	
<input type="radio"/> Veteran <input type="radio"/> Retired <input type="radio"/> Active Duty				

**FUNERAL HONORS ARRANGED BY:  MORTUARY/FUNERAL HOME  FAMILY  OTHER**

BUSINESS NAME:	POINT OF CONTACT:	EMAIL:	PHONE:
ADDRESS:	COUNTY:	CITY:	STATE: ZIP CODE:

**WHERE WOULD YOU LIKE THE HONORS TO BE RENDERED?**

CEMETERY  CHAPEL  FUNERAL HOME  CREMATORY  OTHER: \_\_\_\_\_

LOCATION NAME:	ADDRESS:	COUNTY:	CITY:
STATE:	ZIP CODE:	EMAIL:	PHONE: CELL:

**NEXT OF KIN INFORMATION**

FLAG RECIPIENT NAME:	ADDRESS:	CITY:	STATE:	ZIP CODE:
PHONE:	CELL:	RELATIONSHIP TO DECEASED:	E-MAIL:	