



## Department of Parks and Recreation PROCEDURE FOR BURIAL West Hawaii Veterans Cemetery

101 Pauahi Street – Suite 6 Hilo, Hawaii 96720  
Phone: 808-961-8311 Email: cemetery@hawaiicounty.gov

1. **Determination of Eligibility** requires proof of a Military Service Record. Documents can be requested from the National Archives through [va.gov](http://va.gov) or by contacting the Department of Veterans Affairs 1-800-827-1000. Additional documents *may be required*. See cemetery clerk.
2. **Plots are assigned** as they are needed. Plots cannot be reserved for future planning. Families can choose a casket plot, in-ground urn burial plot or a niche at the columbaria wall. Plot will be shared with any dependent(s). If requesting casket burial for both veteran and dependent, plot will be dug at double depth.
3. **Schedule a burial** date and time with the cemetery clerk 808-961-8311. Advance notice is required for all burials.
  - a. Burial services are scheduled for Monday through Friday, excluding holidays, at either 9:00 am or 12:00 pm. Burials must be completed before 2:00 pm to avoid overtime charges.
  - b. The committal shelter pavilion can be reserved prior to burial for military honors or a short service. *Military honors and procurement of burial flag are not arranged by the cemetery staff*. For help with scheduling honors contact a local mortuary or VA office. Graveside services are not allowed.
4. **Required paperwork** must be submitted to the P & R Admin at the address above at least 5 business days prior to the burial date. A funeral director, if used, can submit all required paperwork.
  - a. Application for Burial can be obtained at the P & R Admin office or through the cemetery clerk *after eligibility has been confirmed*.
  - b. All body burials require a permit from the State of Hawaii, Department of Health 808-974-6008. The burial cannot take place until this is received.
  - c. VA Form 40-1330 Claim for Standard Government Headstone or Marker can be downloaded from [va.gov](http://va.gov)
5. Family of the decedent is responsible for transport of remains to the cemetery, any mortuary services, maintenance of the headstone. The cemetery will provide perpetual care for cemetery grounds, open and close the plot, and installation of permanent markers.