

Memorial Contribution (Plaque or Headstone)

Please ensure you have read the *Memorials* factsheet before completing this form. Complete this form if you wish to apply for a contribution towards the cost of a plaque or headstone where a:

- veteran's interment will occur in a private or public cemetery
- spouse/partner is to be interred with a veteran interred in a private or public cemetery.

The private or public cemetery may be in New Zealand or overseas.

If you wish to apply for a plaque or headstone in respect of a veteran or spouse/partner interred in a New Zealand service cemetery please complete the *Memorial Order* form.

1 Deceased veteran's details

Veterans' Affairs number (if known)

Last name

First name/s

Date of birth

Date of death

Did the veteran serve in the New Zealand Armed Forces? Yes

No

If no, veteran is not eligible.

Service number

Qualifying theatre of service

2 Confirmation of service details (please tick one)

I have attached copies of documents to verify the above service details.

I would like Veterans' Affairs to confirm service details with the New Zealand Defence Force.

The veteran (or spouse/partner) was in receipt of payments from Veterans' Affairs.

3 Deceased spouse/partner details (complete if applicable)

Last name

First name/s

Date of birth

Date of death

4 Type of memorial

Plaque

Headstone

Veterans' Affairs will pay or contribute towards the cost of a plaque or headstone and its installation up to NZ\$1,000.

Cost of plaque or headstone

Attach evidence of cost and proof of payment.

Cost of installation

5

Installation details

Cemetery

Plot number

Cremation plot

Burial plot

6

Contact details for correspondence

Full name

Postal address

Email

Day time phone ()

Mobile

7

Bank Details *This will be the account Veterans' Affairs will make any payment to*

Name of bank

Branch

Account name



Write your bank account number below and attach an original or certified copy of your bank statement showing the account number and name **OR** a pre printed deposit slip stamped by your bank.

Bank				Branch				Account number											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Signature & Acknowledgement

By signing this application form I acknowledge and understand that:

- The information provided in this application form is, to the best of my knowledge, true and complete.
- As part of processing this application, Veterans' Affairs may obtain further information in addition to what I have provided.
- I have read and understand the Privacy Statement.

Name
(print)

Signature

Date
/ /

Upon completion, please send your application to:

Veterans' Affairs
PO Box 5146
Wellington 6140

OR veterans@nzdf.mil.nz

Privacy Statement

The Privacy Act 1993 requires us to tell you why we collect the information and what we will do with it.

In this form Veterans' Affairs seeks the evidence and information it needs to assess the eligibility of a deceased veteran or a deceased spouse or partner to a contribution towards the cost of a plaque or headstone and its installation where the deceased is to be interred in a private or public cemetery. If you do not provide all the information we ask for, your application may not be able to be processed and may be returned to you.

Why we collect information

The information we collect about you will be held by Veterans' Affairs, which is a unit of the New Zealand Defence Force. We use this information for the purpose of:

- Confirming eligible service
- Administering claims for contributions towards plaques and headstones
- Enabling a comprehensive claims database to be maintained
- To provide advice to the Minister on the provision of plaques and headstones.

We only collect information needed to manage the provision of contributions towards plaques and headstones.

Using and sharing personal information

The information we collect about you and the deceased veteran and/or deceased spouse or partner can be via various channels such as email, telephone and face to face, and in various formats such as letters, forms and electronic file notes.

Veterans' Affairs uses personal information provided only for the purposes consistent with the reason it was obtained and will not share it with other parties unless there is a legal authority to do so.

You have the right to access and correct your personal information

You may access personal information that we hold about you. You can ask us to correct errors contained in the information we have about you.

You can contact us at anytime if you have concerns regarding what information about you we are collecting and how it is or may be used.

Please retain this Privacy Statement for your information and records.