

How to Order

In many cases the Funeral Director or the Welfare Officer of the local RSA will be able to arrange for a memorial to be ordered. Otherwise you should complete this order form and send it to Veterans' Affairs New Zealand together with a cheque made out to Veterans' Affairs.

Details of Deceased Veterans

Name - It is military custom to show initials and surname for men; however, one first name, or nickname may be included. For women, one first name plus other initials and surname should be shown.

Decorations - Honours and decorations, such as MM, DFC, MID, or QSM can be shown on the plaque. Campaign medals such as the Italy Star or the Defence Medal are not considered decorations.

Service Number - Must relate to the rank and period of war service shown.

War - The war in which the person served. For those who served in the 1st or 2nd New Zealand Expeditionary Forces, the convention is to inscribe 1ST NZEF instead of 1914-18 and 2ND NZEF instead of 1939-45.

Rank - The convention is to show the highest rank attained during the veteran's entire service. This includes temporary or acting ranks.

Unit - The unit shown will normally be the corps or equivalent, but alternatives (such as battalion number or squadron) may be substituted on request.

Age - The age is optional and is shown in years.

Emblem to be shown on Memorial

Traditionally, an emblem indicating the branch of service the deceased served in (army, navy or air force) is shown on the memorial. Alternatively, you may request the official unit emblem for an extra charge of \$20.00. Only one emblem may be shown on the memorial.

Confirmation of service details

If you have documents which can verify the accuracy of any or all service details, such as a Statement of Service, pay book or discharge certificate, please attach photocopies to this order. This will help to reduce the processing time of the order. Details of those who served in New Zealand Forces can be checked with New Zealand Defence Force Headquarters, if necessary. A service number must be provided.

For those who served with other Allied Forces, Veterans' Affairs is NOT able to confirm service details with New Zealand Defence Force.

If no service documents are available, you will need to obtain a letter of confirmation of service from the relevant authorities and send a copy in with this order. Some of the relevant authorities are shown below. If the address you need is not shown, please contact Veterans' Affairs.

<i>UK - Navy</i>	<i>UK - Army</i>	<i>UK - Air Force (Airmen)</i>	<i>UK - Air Force (Officers)</i>	<i>Australia - Army</i>
Ministry of Defence	Army Personnel Centre	RAF Personnel Management Centre	PM (AR) 1b (RAF)	Central Army Records
CS (RM) 2b	Historic Disclosures Mailpoint 400,	RAF Innsworth	RAF Barnwood	366 St Kilda Road
Bourne Avenue Hayes	Kentigern House, 65 Brown Street	Gloucester	Gloucester	Melbourne
Middlesex UB3 1RF	Glasgow G2 8EX	GL3 1EZ	GL3 4P	VIC 3004
UNITED KINGDOM	UNITED KINGDOM	UNITED KINGDOM	UNITED KINGDOM	AUSTRALIA

Installation details

Please provide the name of the cemetery and the plot number. Check with the Council if you are unsure. You will be responsible for installation costs in public cemeteries.

Unveilings

If the memorial is required for an unveiling or in time for a specific date, please advise us of the date of delivery required. The \$80 surcharge applies where there is less than twelve weeks for manufacture and delivery.

Additional Inscriptions:

For reasons of equality and uniformity, memorials are standardised in design and inscription. It is not possible to include any personal message or additional inscription.

What happens next?

Once your order is received, it is checked for eligibility and accuracy of military details. You will then be advised of what will appear on the memorial. You will also be notified in writing that the memorial has been installed at the cemetery.

How long will it take?

The whole process, from receiving the order to installation, will normally take no more than three months. Where all details can immediately be verified from documents you have provided, the processing time will be reduced.



Customer Number:

Surname & Initials:

For Official Use Only

ORDER FORM EX-SERVICES MEMORIAL



OH 04-0271-43 CPL T. JORDAN

This form is for use when a veteran or veteran and spouse are to be commemorated.
The veteran must have WAR or OPERATIONAL service.

For Official Use Only

Date Received	Payee Details	Receipt Number	Customer Number	Order Number

1. DETAILS OF DECEASED VETERAN

Surname

First Names

Name to Appear on Memorial

First Name/Initials *Surname*

It is military tradition to show initials only; however one first name may be shown in full, plus any other initials

Decorations

(Not Campaign Medals)

Service Number

War

e.g. 1939-45, 2nd NZEF

Korea, Malaya, Borneo, Vietnam)

Branch of Service Army/Navy/Air Force/Merchant Navy

Highest Rank

Unit e.g. 22 BTN
or R.N.Z.A.F. or R.N.Z.N.

Date of Death

Age (Optional) Years

2. EMBLEM TO BE SHOWN

Either

Official unit emblem (\$20 surcharge)

or

Standard emblem (no extra charge)

3. CONFIRMATION OF SERVICE DETAILS

I enclose copies of documents to verify the above Service details. *(Attach to top right corner of this form)*

Please confirm service details with N.Z. Defence Force *(see overleaf for confirmation of service details of those who served with Allied Forces)*

I have copied the above details exactly from the existing services memorial.

I DO/DO NOT want the existing memorial sent to me at my expense
(Delete one)

4. DETAILS OF DECEASED SPOUSE

Surname

First Names

Name to Appear on Memorial

First Name/Initials *Surname*

Date of Death

Age (Optional) Years

5. INSTALLATION DETAILS

Name of Cemetery:

Services Area Yes No

If "no" you must show the name and full street address of the person to whom you want the memorial sent (see overleaf).

Cremation Burial

Plot Number:

(A plot number is required. Check with Council if unsure)

6. UNVEILING

Is the memorial required for an unveiling?

No Yes

If yes date required:

An \$80 surcharge will apply for a memorial required less than 12 weeks from date VANZ receives this order.

**If you have any questions,
please contact us toll free on
0800 483 8372**

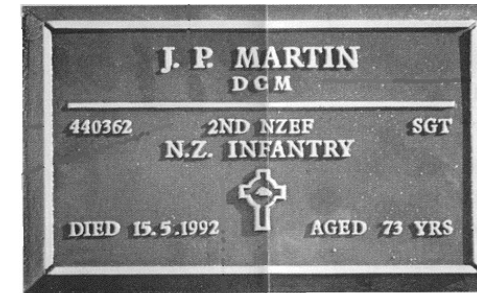
Please send order and payment to:

Veterans' Affairs New Zealand
P O Box 5146
WELLINGTON

Version 4 August 2006

Attach documents here:
(Staple, do not pin)

7. TYPE OF MEMORIAL REQUIRED *(Please tick one)*



Bronze Plaque (Single)
\$210.00

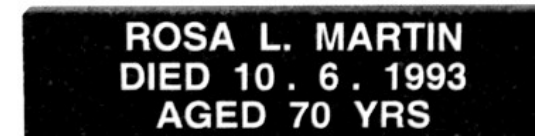


Bronze plaque (Double)
\$210.00



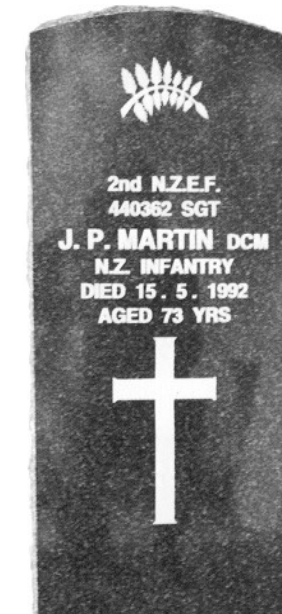
Granite plaque (Single or Double)
\$270.00

Note: Only for Public cemeteries and Rotorua Services Cemetery



Spouse addition to existing granite headstone \$135.00

Bronze addition to existing Concrete (terrazzo) headstone (not shown) \$45.00



Granite Headstone (Single/double)
\$500.00

NOTE All prices are GST inclusive

8. CONTACT FOR CORRESPONDENCE

Name

Address

Daytime Telephone No:

Relationship to the deceased:.....

Remittance of \$..... is enclosed
(Cheques to be made payable to Veterans' Affairs New Zealand)

Date & Signature of person placing order

Date / /