



Memorial Order Form (Plaque or Headstone)

Please ensure you have read the *Memorials* factsheet before completing this form. Complete this form if the deceased veteran or spouse/partner is to be interred in a New Zealand service cemetery. It is important that the correct details are provided so that the memorial ordered is correct.

If you wish to apply for a contribution towards the cost of a plaque or headstone where interment will occur in a public or private cemetery please complete the *Memorial Contribution* application form.

1 Type of memorial requested

- Single - veteran only
 Double - both veterans
 Single - spouse/partner (non-veteran)
 Double - veteran and spouse/partner (non-veteran)

2 Veteran's details

Veterans' Affairs number (if known)

Last name

First name/s

Date of birth / /

Did the veteran serve in the New Zealand Armed Forces? Yes
No If no, veteran is not eligible.

Qualifying theatre of service

3 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.

4 Information to be displayed on deceased veteran's memorial (complete if applicable)

Name to appear on memorial

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

Date of death / / Age (optional)

Service number Highest rank attained

Branch of service (circle one) Army / Navy / Air Force / Merchant Navy

Unit

I would like the official unit emblem shown

OR

Note: specify which emblem if veteran served in more than one unit

I would prefer the standard emblem

Decorations (not campaign medals)

5 Unveiling

Is the memorial required for an unveiling? No **YES** If yes, date of unveiling / /

6 Deceased spouse/partner (non-veteran) details (complete if applicable)

Last name

First name/s

Name to appear on memorial

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

Date of death / /

Age (optional)

Only complete question 7-9 if spouse/partner is a veteran - otherwise go to question 10.

7 Details of deceased spouse/partner who is a veteran (complete if applicable)

Veterans' Affairs number (if known)

Last name

First name/s

Date of birth / /

Did the veteran serve in the New Zealand Armed Forces? Yes If yes, go to Q8.

No If no, go to Q9 you will need

to provide documents verifying service and the information needed to complete Q9.

Qualifying theatre of service

8 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.

9 Information to be displayed on memorial (complete if known)

Name to appear on memorial

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

Date of death / / Age (optional)

Service number Highest rank attained

Branch of service (circle one) Army / Navy / Air Force / Merchant Navy

Unit

I would like the official unit emblem shown

OR Note: specify which emblem if veteran served in more than one unit

I would prefer the standard emblem

Decorations (not campaign medals)

10 Installation details

Service cemetery Plot number
Cremation plot Burial plot (a plot number is required for Service Cemeteries. Check with funeral Director or council if unsure).

11 Contact details for correspondence

Full name
Postal address

Email
Day time phone () Mobile

12 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	Signature	Date
<input type="text"/> (print)	<input type="text"/> 	<input type="text"/> / /

Upon completion, please send your application to:

Veterans' Affairs **OR** veterans@nzdf.mil.nz
PO Box 5146
Wellington 6140

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 plaque or headstone where the deceased is to be interred in a services 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 plaques or 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 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.