

## **Description of Non-Substantive Changes to VA Form 40-0247, Presidential Memorial Certificate**

The Department of Veterans Affairs (VA) National Cemetery Administration (NCA) is updating existing VA Form 40-0247, Presidential Memorial Certificate to implement changes proposed by the NCA program office.

This form expires on September 30, 2023 and is due for renewal. Per the VA Clearance Officer's request, NCA has drafted this change document that explains NCA is finalizing changes to the form, and will also make additional technical, non-substantive text edits not affecting the burden numbers.

Additionally, NCA is making the following non-substantive text edits to the form that do not affect burden hours:

### **Page 1:**

#### 1. Section I - Instructions:

a. Current Instructions: We strongly recommend you complete this form online (<http://www.cem.va.gov/pmc.asp>) and print and sign before you submit your request.

Replace with

We strongly recommend you download this form online

(<http://www.cem.va.gov/pmc.asp>), complete, sign, and electronically submit it.

#### b. Add a sentence in Section I - Instructions:

For replacement Presidential Memorial Certificates, select the REPLACEMENT check box in 12. Type of Request and complete SECTION II – VETERAN/SERVICEMEMBER INFORMATION.

#### c. Add a new box in Section III – Person Requesting Certificate Information:

12. TYPE OF REQUEST

INITIAL REQUEST (*First time*)

REPLACEMENT/REORDER/ADDITIONAL

#### d. Current Block 12:

12. SIGNATURE OF PERSON REQUESTING CERTIFICATE (*Required*)

Replace with

13. SIGNATURE OF PERSON REQUESTING CERTIFICATE (*Required*)

#### e. Current Block 13:

13. CASE MANAGER NAME

Replace with

14. CASE MANAGER NAME

f. Current Block 14:

14. PMC ID NUMBER

Replace with

15. PMC ID NUMBER

g. Current Block 15:

15. CASE MANAGER EMAIL

Replace with

16. CASE MANAGER EMAIL

Please see the attached form with proposed changes.

VA will update the date of the form once OMB approval of the revised form is received.