

**ISSUE:** The following form has minimal non-substantive changes to the Section IV and Section V. blocks. This change request is non-substantive and has no impact on the burden. The number of respondents, annual burden hours, estimated completion time, and annualized costs to the respondents and Federal government did not change.

**Description of Changes to VA Form 40-0247, Presidential Memorial Certificate Request Form (OMB # 2900-0567)**

The Department of Veterans Affairs (VA) National Cemetery Administration (NCA) is proposing changes to VA Form 40-0247, Presidential Memorial Certificate Request Form.

See VA Form 40-0247 PDF 1 attachment on page 1.

NCA is making the following non-substantive text edits to the form:

- **Block Section IV:** change from HE OR SHE to THE DECEDENT
- **Block Section V:** change title from MAILING ADDRESS AND FAX NUMBER to SUBMITTING FORM AND DOCUMENTS
- **Block Section V:** delete PLEASE SEND ANY MILITARY DOCUMENTS AND SIGNED FORM TO:
- **Block Section V:** change address from PRESIDENTIAL MEMORIAL CERTIFICATES (41B3) NATIONAL CEMETERY ADMINISTRATION 5109 RUSSELL ROAD QUANTICO, VA 22134-3903 to **MAIL YOUR CLAIM AND SUPPORTING DOCUMENTS TO: NCA FP EVIDENCE INTAKE CENTER PO BOX 5237 JANESVILLE, WI 53547**
- **Block Section V:** add **ELECTRONICALLY** SUBMIT YOUR CLAIM AND SUPPORTING DOCUMENTS BY USING QUICK SUBMIT AT ACCESS.VA.GOV. YOU WILL BE INSTRUCTED TO REGISTER DURING YOUR FIRST SIGN-ON ATTEMPT.
- **Block Section V:** change FAX TO to **FAX CLAIM AND SUPPORTING DOCUMENTS TO:**

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

**APPENDIX A: VA FORM 0247**

VA40-0247.pdf

VA FORM 40-0247 PDF (Click square above) 1