

National Military Cemetery of the Canadian Armed Forces

Registration form for section 103

PLEASE VIEW REVERSE SIDE FOR PRIVACY NOTICE AND INSTRUCTIONS

Section A - Primary Applicant

Preferred language of communication: ☐ English ☐ French

Service / Regimental no.		Rank	Courtesy title	Last name		First name		Initial(s)
Birth name		DOB (yyyy-mm-dd)		Address			City	Province
Postal code		Telephone number		Telephone (other)		E-mail address		
Service (check all applicable) Regular <input type="checkbox"/> Reserve <input type="checkbox"/> Cadet instructor corps <input type="checkbox"/> Rangers <input type="checkbox"/>				Environment (check all applicable) Navy <input type="checkbox"/> Land <input type="checkbox"/> Air <input type="checkbox"/>			Trade(s)	
Enrolment date (yyyy-mm-dd)		Release date (yyyy-mm-dd)		Release type			Postnominals	
Date of death (yyyy-mm-dd) (if applicable)		Preferred badge for headstone				Preferred religious symbol for headstone (if applicable)		
Applicant comments								

Section B - Secondary Applicant

Service / Regimental no.		Rank	Courtesy title	Last name		First name		Initial(s)
Birth name		DOB (yyyy-mm-dd)		Address			City	Province
Postal code		Telephone number		Telephone (other)		E-mail address		
Service (check all applicable) Regular <input type="checkbox"/> Reserve <input type="checkbox"/> Cadet instructor corps <input type="checkbox"/> Rangers <input type="checkbox"/>				Environment (check all applicable) Navy <input type="checkbox"/> Land <input type="checkbox"/> Air <input type="checkbox"/>			Relationship to primary applicant	
Enrolment date (yyyy-mm-dd)		Release date (yyyy-mm-dd)		Release type			Postnominals	
Date of death (yyyy-mm-dd) (if applicable)		Preferred badge for headstone				Preferred religious symbol for headstone (if applicable)		

Section C - Ceremony Information

Please indicate which elements of a military burial are requested. For more information, refer to instruction on reverse side.

Primary applicant wishes (check all applicable): ☐ None ☐ Military presence (Guard) ☐ Bugler (Last post) ☐ Piper (Lament)

Secondary applicant wishes (check all applicable - only if applicant is military): ☐ None ☐ Military presence (Guard) ☐ Bugler (Last post) ☐ Piper (Lament)

Section D - Signature(s) - Required to authorise review of applicant's military service files

Full name of signor - Primary applicant (printed)		Relationship to primary applicant (e.g.: Self; Brother - Power of Attorney; etc.)	
By signing this document you give NMC staff consent to access military service history to complete the registration process.			
Date (yyyy-mm-dd)	Signature		
Full name of signor - Secondary applicant (printed) (if applicable)		Relationship to secondary applicant (if applicable)	
By signing this document you give NMC staff consent to access military service history to complete the registration process.			
Date (yyyy-mm-dd)	Signature		

Return completed application to:

Director Casualty Support Management
 101 Colonel By Drive, Ottawa ON K1A 0K2
 Telephone: 1-800-883-6094 / Fax: 1-613-971-0114

Or electronically at:

NationalMilitaryCemetery-CimetiereMilitaireNational@forces.gc.ca

For use by NMC staff

Formulaire disponible en français - DND 2277-F

Privacy Notice

The personal information you provide to DND/CAF is governed in accordance with the *Privacy Act*. We only collect the personal information we need to administer application forms for the National Military Cemetery (NMC), which is authorized in accordance with **DAOD 5018-3, National Military Cemetery of the Canadian Forces**. Research into each applicant's files is conducted to validate the info provided and confirm that they meet the eligibility criteria for the NMC. Your personal information may also be used to order your military file from Library and Archives Canada and/or to seek historical policy clarification from Directorate of History & Heritage. Pertinent personal information from your application will be shared with Beechwood Funeral, Cemetery and Cremation Services to facilitate the arrangement of your cemetery proceedings. In limited and specific situations, your personal information may be disclosed without your consent in accordance with subsection 8(2) of the *Privacy Act*. Refusing to provide the requested information may result in delays in processing or outright denial of your application. This collection of personal information pertaining directly to this form will be retained securely for historical recordkeeping. Refer to the NMC Approved Applications at **DND PPU 870 - Canadian Armed Forces Transition Group (CAF TG)**. In addition to protecting your personal information, the *Privacy Act* gives you the right to request access to and correction of your personal information. For more information about these rights, or about our privacy practices, please contact the DND/CAF Access to Information and Privacy Coordinator. You also have the right to file a complaint with the Privacy Commissioner of Canada regarding our handling of your personal information.

Instructions for filling out the DND 2277

Eligibility

1. Eligibility for interment or inurnment (columbarium) in the National Military Cemetery is restricted for serving or honourably released members of the Canadian Armed Forces (Regular or Reserves) who have completed their basic military training and Canada's Merchant Navy.
2. Eligible applicants identified in Section A of this form can designate one immediate family member in Section B to be interred in the same burial plot as the applicant.
3. If the immediate family member is eligible as per para 1, and request to be interred in their own plot, a separate application form must be filled.
4. Immediate family member definition: spouse, common-law partner, parent, sibling, child or any other person deemed to be the Next of Kin of the applicant.
5. For more info:
www.canada.ca/national-military-cemetery
6. For more information about Section 27 within Beechwood Cemetery, please contact the Last Post Fund at 1-800-465-7113.
7. For more information about other military cemeteries in Canada, please contact Veteran's Affairs Canada at 613-290-1837 (toll free: 1-866-522-2022).

Completion of this application form

8. If an applicant is unable to complete this form, it may be completed and signed on behalf of the applicant by an individual who has the legal authority to do so. A note to this effect should be affixed to the form. The name and email address of the signing individual must be clearly printed and legible in the "Applicant Comments" section.

Verification of the military history

9. The eligibility of each applicant will be reviewed in every case. The Canadian Armed Forces requires 10 working days to process applications but will endeavor to complete this process as quickly as possible.
10. Any official military documents the applicant can provide will help in expediting their application. This includes, but is not limited to, the following: release certificates, military ID card, veteran ID card, basic training course report, military record resume, etc.

Section A

11. Service / Regimental number: An identifying number assigned to each member of the Canadian Armed Forces. Please include any and all that you are aware of. Service numbers have come in various forms over different periods of history:
 - Circa 1990s to present: Modern service numbers are 1 letter followed by 8 digits (ex: A12345678).
 - Circa 1960s to 1990s: Social insurance numbers were used as service numbers. Please only include the last 3 digits of the SIN if applicable- that is all that is needed for verification purposes.
 - Circa pre-1960s: Various regions had different standards for service numbers in this period.
12. Rank: Last known military rank of the applicant.

Section A (cont'd)

13. Courtesy title: Preferred title for correspondence (e.g. Mrs., Mx., Dr., Mr., etc.)
14. Address / e-mail / telephone: Please note that these will be used to send the final status of the application. If you are filling out the form on behalf of the applicant, please indicate such under "Applicant Comments" and use your own contact information in this section.
15. Service: Please check all categories of service the applicant has completed.
16. Element: Please check all elements the applicant has served in.
17. Trades: Write down all military occupations the applicant has held.
18. Postnominals: Please note that only postnominals recognized by the Canadian government will be authorized for inscription on headstones. For a full list, please see <https://www.canada.ca/en/department-national-defence/services/medals/cf-honours-policy-manual/chapter7/annex-a.html>.
19. Preferred badge for headstone: Indicate which badge the applicant would prefer on their headstone. Eligibility for various badges will be determined internally based on the applicant's military files and history. Note that only one badge per applicant is permitted.

Section B

20. Secondary applicants only require the applicable info. If they have no previous military service, fields such as "rank" and "service number" should be left blank.
21. Immediate family member definition: spouse, common-law partner, parent, sibling, child or any other person deemed to be the Next of Kin of the applicant.

Section C

22. Former members (retired) are entitled to a Military Presence Burial that consists of the services of a Chaplain, small military honour guard, piper, and bugler. All or some of these services can be selected. When the application is completed by the member, their wishes will be respected.
23. Members who pass away during active service are entitled to Military Funerals as per QR&O 24.15. If you are a Designated Assistant anticipating a military funeral in the NMC, please contact the NMC staff via the positional mailbox at NationalMilitaryCemetery-CimetiereMilitaireNational@forces.gc.ca

Section D

24. A signature is required to grant consent for each applicant's military files to be reviewed. Research into each applicant's files is conducted to validate information and confirm applicants' eligibility for the NMC. Please note that all files accessed by the NMC staff will be returned to Library & Archives Canada after an application's review is completed. Information on this form will be securely stored for future reference.
25. Note that a signature is only required for the secondary applicant if they also have military service (active or retired).