



SHAW AIR FORCE BASE MILITARY FUNERAL HONORS REQUEST

Building 1855, Country Rd. Shaw AFB, TX 29152 Office: (803) 895-6004

Email: 20FW.HG@US.AF.MIL Hours: Mon - Fri 0800 to 1600



To obtain most current Funeral Request Form, or updates, visit our website: <https://www.thebestfss.com/>

BLOCK 1: FUNERAL HONORS REQUEST INFORMATION					
REQUESTOR INFORMATION					
Funeral Home Name		Funeral Director/Requestor Name		Phone Number	Email
Address		City		State	Zip Code
DECEASED INFORMATION					
Name (Last, First, M.)		Rank/Pay Grade		Social Security Number	
Service Branch <input type="checkbox"/> Regular AF <input type="checkbox"/> Army Air Corps <input type="checkbox"/> Army <input type="checkbox"/> AF Reserves <input type="checkbox"/> Air National Guard <input type="checkbox"/> Other: _____					
Military Status		Services Requested			
<input type="checkbox"/> Veteran Honors:		<input type="checkbox"/> Flag Fold <input type="checkbox"/> Taps			
<input type="checkbox"/> Retiree Honors:		<input type="checkbox"/> Flag Fold <input type="checkbox"/> Taps <input type="checkbox"/> Firing Party <input type="checkbox"/> Pallbearing			
<input type="checkbox"/> Active Duty:		<input type="checkbox"/> Full Military Honors			
NEXT OF KIN INFORMATION					
Name (Last, First, M.)		Phone Number		Relationship to Deceased	
Address		City	State	Zip Code	<input type="checkbox"/> Spouse <input type="checkbox"/> Son <input type="checkbox"/> Daughter <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Caretaker <input type="checkbox"/> Other: _____
FUNERAL HONORS LOCATION INFORMATION					
Location Name			Point of Contact		Phone Number
Location Address			City		State Zip Code
Funeral Date	Service Start Time		Location Type <input type="checkbox"/> Cemetery <input type="checkbox"/> Church <input type="checkbox"/> Funeral Home/Chapel <input type="checkbox"/> Other:		
Graveside Service? <input type="checkbox"/> Yes <input type="checkbox"/> No		Graveside Time:			
Remains: <input type="checkbox"/> Casket <input type="checkbox"/> Cremation <input type="checkbox"/> Other			FLAG MUST BE PROVIDED BY FUNERAL DIRECTOR OR FAMILY Take member's DD-214 and death certificate to local Post Office to obtain a flag.		
Additional Notes or Family Requests:					

BLOCK 2: REQUESTING INSTRUCTIONS/INFORMATION	
To schedule military funeral honors, the following must be accomplished <input type="checkbox"/> Please notify Shaw AFB Honor Guard 3-5 days or more prior to the service request date. <input type="checkbox"/> Provide a copy of the deceased member's DD 214 or equivalent documentation. <input type="checkbox"/> Call our office at (803) 895-6004 to verify/confirm receipt of request. After hours number: (803)-968-2661. <input type="checkbox"/> Emergencies only: Base Command Post at (803) 895-5850 and request to get in contact with our Honor Guard.	
Note: Submission of this form is NOT an official request. You MUST get verbal confirmation from an Honor Guard member	
If service is not USAF, or USSF please contact the appropriate servicing Honor Guard*** Army: 803-751-7980 Navy: 866-203-7791 Marines: 866-826-3628 Coast Guard: 786-367-6822	
Charleston AFB: (843) 760-1764 Seymour Johnson AFB: 919-722-7019 Andrews: 301-981-7892	
Thank You Cards/Letters: If the family would like to send a thank you card or letter to the Honor Guard, please mail to: 920 Condor Country Road, Shaw AFB, SC 29152	

<input type="checkbox"/> Board	Fun. Dir. Requestor: Date _____ Time _____ W/ _____
<input type="checkbox"/> Detail Tracker	DEERS/Cas. Affairs: Date _____ Time _____ Mil. Status _____ W/ _____
<input type="checkbox"/> Cal Invite or Entry	Call team if within 24 hrs Date _____ Time _____ Spoke to _____
<input type="checkbox"/> Detail Packet (PAFB Only)	<input type="checkbox"/> File original request Completed By _____