

SHAW AIR FORCE BASE MILITARY FUNERAL HONORS REQUEST

920 Country Rd. Shaw AFB, SC 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 Direct		ctor/Requestor Name			Phone Number		Email				
Address			City		State		Zip Co	de			
DECEASED INFORMATION Park/Day Grada Social Security Number											
Name (Last, First, M.)	e (Last, First, M.)			Rank/Pay Grade		Social Security Number					
Service Branch											
□ Regular AF □ Army Air Corps □ Army □ AF Reserves □ Air National Guard □ Other:											
Military Status Services Requested											
□Veteran Honors: □Flag Fold □Taps											
□Retiree Honors: □Flag Fold □Taps □Firing Party □Pallbearing											
□Active Duty: □Full Military Honors											
NEXT OF KIN INFORMATION											
Name (Last, First, M.)		Phone Number		Relationship to Deceased							
				\Box Spouse \Box Son \Box Daughter							
Address City			State	State Zip Code			\Box Mother \Box Father \Box Caretaker				
						□ Other:					
	FUNER	AL HONOR	RS LO	CATIO	N INFO	RMA	ΓΙΟΝ				
Location Name		Point of C		ontact			Phone Number				
Location Address			City		County		State	Zip Code			
Funeral Date											
Fulleral Date	Service Start Time		Location Type								
Graveside Service? □ Yes □ No	Graveside Time:										
Remains: Casket Cremation 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 R	equests:										

BLOCK 2:

REQUESTING INSTRUCTIONS/INFORMATION

To schedule military funeral honors, the following must be accomplished

□ Please notify Shaw AFB Honor Guard 3-5 days or more prior to the service request date.

□Provide a copy of the deceased member's DD 214 or equivalent documentation.

Call our office at (803) 895-6004 to verify/confirm receipt of request. After hours number: (803)-968-2661.

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

Board	Fun. Dir. Requestor: Date	Time		W/	
Detail Tracker	DEERS/Cas. Affairs: Date	Time		Vil. Status	W/
□ Cal Invite or Entry	Call team if within 24 hrs	Date	Time	Spoke to	
Detail Packet (PAFB Only)		\Box File original request		Completed By	