

NORTH DAKOTA
COMMEMORATIVE MEMORIAL COIN
Policies and Procedures

1. Coin conferred upon family at funeral honors

As per NDCC 37-18-15 (1) the North Dakota Department of Veterans Affairs (NDDVA) shall create and confer a commemorative memorial coin upon a family member of a deceased North Dakota veteran during military funeral honors.

a. NDDVA will;

- i. maintain a sufficient supply of Commemorative Memorial Coins at its central office in Fargo ND,
- ii. provide a sufficient supply to all ND Funeral Directors as determine necessary to support at least 6 months military funeral honors,
- iii. maintain documentation of number of coins provided to each ND Funeral Director and,
- iv. provide replacement coins to ND Funeral Director based on receipt of copy of completed VA Form 27-2008.
 1. NDDVA will replace coins after sufficient number of VA Form 27-2008 have been submitted.
 - i. Single coins will not be replaced upon receipt of VA Form 27-2008
 - ii. Multiple coins will be replaced when 50% of a ND Funeral Directors supply has been depleted

b. ND Funeral Directors will;

- i. approximate the number of coins needed for at least a 6-month supply of coins,
- ii. accept and safe-guard initial 6-month supply of coins,
- iii. provide one ND Commemorative Memorial Coin to the leader of the Funeral Honor Detail charged with providing the Funeral Honors and presenting the US Flag to the eligible family members as per NDCC 37-18-15 and,
- iv. provide to NDDVA a copy of the completed VA Form 27-2008 (APPLICATION FOR UNITED STATES FLAG FOR BURIAL PURPOSES) used by Funeral Director to obtain US Flag for burial.
 1. Copy of completed VA Form 27-2008 can be supplied to NDDVA by...
 - a. Fax to 701-239-7166 (fax cover letter showing name and address of ND Funeral Director) or,
 - b. Mail to NDDVA / 4201 38th Street SW #102 / Fargo ND 58104-7535

- c. Funeral Honor Detail will;
 - i. receive one ND Commemorative Memorial Coin from Funeral Director,
 - ii. immediately following US Flag presentation and salute, funeral honor detail leader shall;
 - 1. confer one ND Commemorative Memorial Coin upon the family member who received the US Flag as per NDCC 37-18-15 and
 - 2. make statement of North Dakota's gratitude for the veteran's selfless service such as,
 - a. ***"This coin is presented on behalf of a grateful state as a token of appreciation for your loved one's honorable and faithful service"*** or,
 - b. Statement in presenter's own words showing North Dakota's gratitude
 - iii. understand that coin does not receive a salute.
 - iv. not provide additional coins to family, only one coin may be conferred upon the family.
 - v. refer all requests for additional coins to Funeral Director or NDDVA.

2. Purchase of Commemorative Memorial Coin

As per NDCC 37-18-15 (2) a family member of a deceased North Dakota veteran may purchase a commemorative memorial coin from the department of veterans' affairs at a cost determined by the department.

- a. NDDVA's will;
 - i. provide ND Funeral Directors, VSO's, Funeral Honor Details, ND Funeral Honor coordinator with (SFN 61442) coin order forms,
 - ii. only accept purchase requests made directly to the ND Department of Veterans Affairs,
 - 1. Mail in request
 - 2. Online purchase-not available
 - iii. set purchase price and other coin order costs,
 - 1. \$10.00 per coin
 - 2. no tax
 - iv. set accepted methods of payment for coins,
 - 1. Check: Checks must be made out to ND Department of Veterans Affairs or NDDVA
 - 2. Online payment-not available
 - 3. Cash cannot be accepted
 - 4. Credit cards cannot be accepted

- b. ND Funeral Directors will;
 - i. refer request for coin purchases directly to NDDVA,
 - ii. provide coin order forms (SFN 61442) to those requesting coins and,
 - iii. not accept money for coins.

- c. ND Funeral Honor Detail will;
 - i. refer request for coin purchase directly to Funeral Directors, VSOs', or NDDVA,
 - ii. provide coin order forms (SFN 61442) to those requesting coins (if available) and,
 - iii. not accept money for coins.

- d. ND County and Tribal Veteran Service Officers will;
 - i. refer all request for coin purchases directly to NDDVA,
 - ii. provide coin order forms (SFN 61442) to those requesting coins,
 - iii. assist family members in completing and/or submitting order form (SFN61442) to the NDDVA's and,
 - iv. not accept money for coins.