

# FORT POLK ARMY MILITARY FUNERAL HONORS REQUEST FORM

- Hours of Operation: Monday-Friday, 0800-1600 (4PM) (CLOSED WEEKENDS & FEDERAL HOLIDAYS)
  - Submission Deadline: All Requests must be emailed before 1400 (2PM) Monday-Friday. If the request is submitted after 1400, it will not be processed until the following business day.
  - We must have NO LATER THAN 48 business hours' notice for Honors Requests.
  - The person submitting the request will call within 15 minutes of submission.
  - ALL requests must be submitted with DD214 or other Proof of Honorable Service.
  - Two/Three Person Honors Teams will fold and present the Flag and play Taps. Full Honors Teams are reserved for Active Duty, and Medal of Honor Recipients. Retirees may receive Full Honors depending on availability of Personnel.
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Name of Deceased: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Status of Deceased (Check One): ACTIVE DUTY/ RETIRED/ VETERAN

Rank/Grade: \_\_\_\_\_ SSN: \_\_\_\_\_ Casket or Urn: \_\_\_\_\_

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**For the following information please be sure to include the full names and address of locations of Funeral and Burial/Honors Location.**

Location of Funeral: \_\_\_\_\_

Date/Time of Funeral: \_\_\_\_\_

Location of Burial: \_\_\_\_\_

Date/Time of Burial: \_\_\_\_\_

Where will Honors take place: \_\_\_\_\_

**Flag is to be supplied by Funeral Home/NOK requesting Honors.**

Will the flag be present? (Check One) YES or NO

Person that will receive flag: (Name, Relationship to deceased, and Phone Number):

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Funeral Home, Name of Director, Phone Number, Email, and Complete Address:

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FORT POLK FUNERAL HONORS: (726) 780-0422, (726) 780-0962, (726) 780-1070

FUNERAL HONORS EMAIL: [usarmy.polk.id-readiness.list.dhr-military-funeral-honors@army.mil](mailto:usarmy.polk.id-readiness.list.dhr-military-funeral-honors@army.mil)