



**MACDILL AFB HONORS & CEREMONIES**  
 2410 Florida Keys Ave. MacDill AFB, FL 33621  
 COMM: (813) 828-5190 FAX: (813) 828-8507  
 EMAIL: honorguard-2@us.af.mil



**MILITARY FUNERAL HONORS REQUEST FORM**

*(Please write legibly and provide all information)*

**If military funeral honors are NOT being requested for honorably discharged U.S. Air Force members, please call the appropriate Service:**

**Army: Phone: (800) 557-7408/ Fax: (912) 767-6289**  
**Marine: Phone: (866) 826-3628/ Fax: (703) 432-9248**

**Navy: Phone: (904) 542-9807/ Fax: (904) 542-3851**  
**Coast Guard: Phone: (786) 367-6822**

1. Date of service: \_\_\_\_\_ Time of service (at gravesite): \_\_\_\_\_  
 2. Location: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Address: \_\_\_\_\_ County: \_\_\_\_\_

3. Deceased Name: \_\_\_\_\_  
 4. Full Social Security Number: \_\_\_\_\_ Rank: \_\_\_\_\_

5. Branch of Service and Status (**Circle ALL that apply**):  
 Air Force  Active Duty  Retired  Veteran  Reserve  Guard

\***Retiree** - Air Force members receiving retired pay

\***Veteran** - Former members of the United States Air Force or Women's Air Forces who are not eligible as a retiree.

**\*\*\* Honors request forms for members of Army Air Corps & Army Air Force must be sent to U.S. Army. Please refer to contact information at the top of this page.**

6. Status of Remains (Mark one)  Casket  Cremation  
 7. If casket, approximate weight (including deceased): \_\_\_\_\_

8. Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 9. NOK Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

10. Funeral Home: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

11. Special Requests / Notes: \_\_\_\_\_

**NOTES:**

- Attach a Copy of the DD214/Retirement Order and/or service validation. This documentation is **MANDATORY** for eligibility. We cannot provide Military Funeral Honors without validation of service. If validation cannot be provided, please contact the Veterans Administration for assistance at (800) 535-1117.
- Please fax this form and service validation form(s) to (813) 828-8507 and call for verbal confirmation at (813) 828-5190. You must have verbal confirmation from the MacDill AFB Honor Guard administrative office before any details will be performed.
- We do NOT schedule Chaplains. For Chaplain support, please call 813-828-3621.
- If a TAPS is desired to be played live, please go to [www.buglesacrossamerica.org](http://www.buglesacrossamerica.org) to schedule.
- All honors are verified by team members 24-48 hours in advance to ensure no changes have been made.

**FOR HONOR GUARD USE ONLY**

Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Confirmed with: \_\_\_\_\_