



TOWN OF WESTFORD
Board of Cemetery Commissioners

Pine Grove Cemetery
68 Forge Village Road
Westford, MA 01886
(978) 692-5526
cemetery@westfordma.gov

**PURCHASING AND CARING FOR A HEADSTONE, FLAT MARKER
OR VETERANS MARKER**

Purchasing a headstone (also known as a “monument”), flat marker, bench or special memorial for a cemetery lot and then caring for that monument is not done through the Westford Cemetery Department, but independently through a monument company. You may hire any monument company to purchase a monument or service (etching a name or date, removing dirt/moss/debris, or adding decorative details). They can also give you advice on how to care for your monument without causing damage.

An exception is a veterans marker, which can be obtained free from the Veterans Administration – the very least our country can do to thank our veterans for their service. A veteran may have a flat marker on their gravesite in addition to a headstone (or request an upright marker if there is no other headstone) to honor their service. *[Note: A veteran who served after 1980 must have served 24 months of active duty. National Guard and Reserves veterans must have 20 years of service to qualify for a marker. A veteran who died before November 1, 1990 can only receive a marker if their gravesite is unmarked.]* A funeral home, the Cemetery Department and the Veterans Services Office can help you fill out the same form to secure a veterans marker for your loved one. A copy of the veteran’s honorable discharge (DD214) is required to send in with the request; we can also help you obtain the discharge if necessary. You have a choice of granite, marble, and bronze veterans markers. Cemetery Department personnel will install the marker when it arrives at no charge. A monument company can be hired to clean or reset it if necessary; the VA can replace severely damaged markers.

Our **Monument Permit Application** is available on the Cemetery Department webpage or at Cemetery office; the monument company of your choice will use this form for work you request of them to do in our cemeteries regarding headstones, flat markers and other monument work. You will also pay them a \$25 fee that they will return to the Town of Westford for this permit. Rules and size requirements for monuments and markers are on the back of this form.

The “**Claim For Standard Government Headstone Or Marker**” (VA Form 40-1330) and the “**Request Pertaining to Military Records**” (Standard Form 180) to retrieve a veterans DD214 (discharge paper) is available on the Cemetery Department webpage and at Cemetery and Veterans Services offices; please call if you need assistance. A veteran’s marker cannot be ordered in advance and is issued by the VA after the death of an honorably discharged veteran.