



# Missing In America Project

miap  
3/7/2019

## STANDARD OPERATING PROCEDURE #11

### DISINTERMENT

**PURPOSE:** To instruct all State Coordinators on the procedure of disinterment.

**PROCEDURE:** When contacted by a next of kin (NOK) please contact the cemetery to let them know.

If the cemetery is contacted by NOK please let them know that you will be requesting the birth certificate from the NOK to prove relationship to deceased

You will be required to fill out VA Form 40-4970 (it can be found online) and have it notarized. Send/email the completed form to the Cemetery Director.

“ALL” living siblings will be required to send a notarized letter to the Cemetery Director stating they are in accordance with the disinterment.

On the day of the disinterment, the MIAP Coordinator will be required to be there as technically they are NOK. The urn can only be handed to the MIAP Coordinator, after which you may turn it over to the family member.

Update the comment section in the database with the reason for disinterment and the date.

Each situation is different. If you have questions, contact Brigitte Corbin at [Brigitte.va.miap@gmail.com](mailto:Brigitte.va.miap@gmail.com).