

Instructions to Applicant:

In order to be considered, the application must be completed and submitted to the Missouri Department of Transportation along with the appropriate fees, and proof of designee was in U.S. Armed Forces and had been killed in action. Check or money order (cash not accepted) made payable to Director of Revenue - Credit State Road Fund.

- Step 1** Fill in the name and district of at least one current member of the Missouri General Assembly who will sponsor the memorial designation for the interchange.
- Step 2** Fill in your name, address, city, state, zip code, telephone number, fax number and e-mail address.
- Step 3** Sign signature line certifying you are in fact related to the designee by way of marriage, adoption, or that you are the designee's spouse, child, mother, father, brother or sister as required by State Statute. Indicate your relationship to the designee. The designee must have been a Missouri resident.
- Step 4** List the designee's name - (First, Middle Initial, Last) as you would like to see displayed on the sign. Ranks and titles are optional, if included must be abbreviated. The number of characters are limited to the boxes shown on the application. Check the box for the appropriate branch of service the designee served in at the time of his/her death.
- Step 5** Prior to completing the application in full, please contact MoDOT's Traffic & Highway Safety Division at (888) 275-6636, confirming availability of interchange, bridge, or segment of highway and the current application fee. Upon confirmation of location availability, please continue to complete the application.
- Step 6** Provide background information or historical information supporting the memorial designation.
- Step 7** An applicant may organize a dedication ceremony and may request a sign be unveiled at the ceremony by contacting MoDOT's District Communications. The District Communications staff will assist to coordinate the transport of one memorial sign to be unveiled. The sign will be delivered and picked up during normal MoDOT business hours and installed on right of way after the ceremony is complete. If the applicant requests the ceremony take place on MoDOT right of way, the District Communications staff will assist in locating a safe location for the ceremony.
- Step 8** Submit completed application, payment, and proof the designee was in the U.S. Armed Forces verifying he/she had been killed in action to the Missouri Department of Transportation to the address shown below.

Additional Information:

- The department will submit the application and all supporting documentation to the Joint Committee on Transportation Oversight for their approval or denial.
- The department will notify the applicant of the approval or denial of the proposed memorial designation. If the designation is not approved, 97% of the application fee will be returned to the applicant.
- Two signs will be erected per each interchange, bridge, or segment of highway designation.
- Sign Placement: (one or the other)
 - 1) One sign each will be placed within the triangle area between the mainline and ramp of the interchange designation.
 - 2) One sign each will be placed at the beginning and end of the bridge or segment of highway designation.
- All signs remain the property of the Missouri Department of Transportation.
- Web site for more information – www.modot.mo.gov/services/MemorialDesignationPrograms.htm
- Questions or concerns regarding application, please call Traffic and Highway Safety Division at (888) 275-6636.
- After 19 years, the applicant must contact the Missouri Department of Transportation to sign a new 20-year application form and pay a second application fee if applicant wishes to continue the memorial designation.

Submit To:

Missouri Department of Transportation
Traffic & Highway Safety Division
PO Box 270
Jefferson City, MO 65102