

TEXAS HISTORICAL COMMISSION

HISTORIC TEXAS CEMETERY MARKERS:  
Medallion/Name & Date Plaque Application

This form is to be used for an **Historic Texas Cemetery Medallion with Name & Date Plaque or HTC Medallion only requests**. Use this form if (1) you already completed the HTC designation and (2) you want to apply for a non-interpretive historical marker for the cemetery. Please see separate forms for interpretive markers for Historic Texas Cemeteries, Recorded Texas Historic Landmarks (buildings and structures), or subject markers. For additional information about any aspect of the Official Texas Historical Marker Program, visit the Markers page on the THC website (<http://www.thc.texas.gov/markers>).

Historic Texas Cemetery markers are only for use in burial grounds previously designated as an HTC. These markers recognize the historical significance of a cemetery. **Historic Texas Cemetery markers must be placed at the cemetery being marked. They cannot be placed on right-of-way maintained by the Texas Department of Transportation (TxDOT).** Note: Since cemeteries are protected under other existing laws, placement of a marker establishes no restrictions on the property.

APPROVAL OF COUNTY HISTORICAL COMMISSION

County chair or marker chair (name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE: All steps of the Historic Texas Cemetery (HTC) designation process must be completed by the time of application for the HTC marker. Information regarding the HTC designation can be found on the THC website: (<http://www.thc.texas.gov/HTC>).**

Marker title (must be exactly as listed in the HTC designation): \_\_\_\_\_

County: \_\_\_\_\_

Town (nearest town in same county on state highway map): \_\_\_\_\_

Street address of marker site or directions from town noted above: \_\_\_\_\_

• Year designation filed in county records: \_\_\_\_\_

• Cemetery ID number: \_\_\_\_\_

(Ex. AT-C023; Number may be found on Exhibit A of the HTC designation or on the THC Historic Sites Atlas, <https://atlas.thc.state.tx.us/>)

# TEXAS HISTORICAL COMMISSION

## SPONSORSHIP PAYMENT INFORMATION

Prospective sponsors please note the following:

- A non-refundable application fee of \$100 is due in addition to the marker fee.
- The THC is unable to process partial payments or to delay payment due to processing procedures of the sponsor.
- Payment does not constitute ownership of a marker; Historic Texas Cemetery markers and other Official Texas Historical Markers are the property of the State of Texas.
- If at any time during the marker process sponsorship is withdrawn, a refund can be processed, but the THC will retain the application fee of \$100.
- The Official Texas Historical Marker Program provides no means of recognizing sponsors through marker texts, incising or supplemental plaques.

**Marker sponsor** (may be individual or organization): \_\_\_\_\_

**Contact person** (if applicable): \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email address** (required): \_\_\_\_\_

## SHIPPING INSTRUCTIONS

In order to facilitate marker delivery, residence addresses, post office box numbers and rural route numbers are not permitted. To avoid additional shipping charges or delays, use a business street address (open 8 a.m.—5 p.m., Monday through Friday). **THC is not responsible for additional shipping charges if multiple delivery attempts are made.**

**Name:** \_\_\_\_\_

**Street address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Daytime phone** (required): \_\_\_\_\_

**Email** (required): \_\_\_\_\_



HTC Medallion only

## TYPE OF HISTORIC TEXAS CEMETERY MARKERS

HTC medallion (only for cemeteries with previously-awarded Official Texas Historical Marker, a THC subject marker that provides interpretation for the cemetery) – (  \$350 for surface,  \$350 for existing post)

\*\*check **width** of marker post:

2 3/4" internal diameter or ~8.64" circumference

3 1/2" internal diameter or ~11" circumference

12" x 6" Name and date plaque plus HTC Medallion, **with post** (\$700)

12" x 6" Name and date plaque plus HTC Medallion, **without post** (\$700)

\*For an HTC marker without post, indicate to what surface material it will be

mounted:  wood  masonry  metal

other (specify): \_\_\_\_\_



12" x 6" Name and Date Plaque plus HTC Medallion

**HISTORIC TEXAS CEMETERY MARKERS:  
PERMISSION OF ADMINISTRATOR/LANDOWNER FOR  
MARKER PLACEMENT**

**Please fill out this attachment, print, and sign.  
Return to our offices via email, fax, or mail.**

Name of cemetery: \_\_\_\_\_

County: \_\_\_\_\_

Cemetery representative, property manager or landowner: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

I, \_\_\_\_\_, certify that I am the cemetery administrator or landowner of the property noted herein, and further certify that I have read the information regarding Official Texas Historical Markers and that I voluntarily seek the marker for the property. I further certify that I will comply with the policies and procedures of the Official Texas Historical Marker Program.

Signature: \_\_\_\_\_

**NOTE:** The cemetery association or surrounding property owners will not receive copies of general correspondence from the THC. All procedural correspondence (notice of receipt, requests for additional information, inscription, shipping notices, etc.) will be sent by email to the CHC representative, who is encouraged to share the information with all interested parties as necessary.

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Texas Historical Commission  
History Programs Division  
P.O. Box 12276, Austin, TX 78711-2276  
Phone 512/463-5853  
Fax 512/475-3122  
[history@thc.texas.gov](mailto:history@thc.texas.gov)



OFFICIAL TEXAS HISTORICAL MARKER  
Sponsorship Fee Invoice

Fill out the form, print it, sign it if billing to a credit card and return via postal mail only to the address noted below. Do not return this form via email.

Name of Cemetery: \_\_\_\_\_ County: \_\_\_\_\_

Marker Number: TBD

Marker Size and Total Due (Check Size and Total Due):

HTC Medallion either **surface mount or existing post**: \$350 + \$100 application fee = \$450.00

12" x 6" Name and Date Plaque plus HTC Medallion **with/without** post: \$700 + \$100 application fee = \$800.00



HTC Medallion only

**Note:** One form of payment will be accepted. We will not accept multiple checks, money order, or credit card payments for each marker.

**Billing Information (must be completed even if paying by check):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_

**Payment enclosed** (make check payable to the Texas Historical Commission)

**OR**

**Bill to credit card (only VISA or MC accepted):**  Visa  Master Card

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_

\*\*\*THC Staff Services will run credit card payments in batches using a state approved payment processing program. "THC Virtual Austin" will show as the Merchant Name on your credit card statement once the payment has been processed.

Signature: \_\_\_\_\_



12" x 6" Name and Date Plaque plus HTC Medallion

