

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>).



HTC Medallion only

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 look for your cemetery on the THC Historic Sites Atlas, <https://atlas.thc.state.tx.us/>): _____



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

SPONSOR CONTACT INFORMATION:	
Marker sponsor (may be individual or organization):	
Contact person (if applicable):	
Mailing address:	City, State, Zip:
Phone:	Email address (required):
SHIPPING ADDRESS:	
Organization (may be blank if individual):	
Contact Name:	
Street address:	City, State, Zip:
Daytime phone (required):	Email (required):
TYPE OF HISTORIC TEXAS CEMETERY MARKER:	
<input type="checkbox"/> HTC Medallion for surface (\$350)	
<input type="checkbox"/> HTC Medallion for existing post (\$350)	
*check width of marker post: <input type="checkbox"/> 2 3/4" internal diameter or ~8.64" circumference <input type="checkbox"/> 3 1/2" internal diameter or ~11" circumference	
<input type="checkbox"/> 12" x 6" Name and date plaque plus HTC Medallion, with post (\$700)	
<input type="checkbox"/> 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:	<input type="checkbox"/> wood <input type="checkbox"/> masonry <input type="checkbox"/> metal <input type="checkbox"/> other (specify)

SPONSORSHIP PAYMENT INFORMATION

Prospective sponsors please note the following:

- A non-refundable application fee of \$100 is due in addition to the marker fee.
- Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application 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.

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.**

**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 (markers@thc.texas.gov), 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.

Revised 1.2020

Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853
Fax 512/475-3122
www@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

Note: One form of payment will be accepted. We will not accept multiple checks, money order, or credit card payments for each marker. Due to possible increases in shipping and material costs, marker prices are subject to change. Marker sponsors are responsible for paying the full cost of the historical marker and will be notified via invoice with a 45-day payment deadline should marker prices increase. Sponsors may choose to withdraw from the marker process at any time before a marker is ordered, and will be refunded payment, not including the application fee.

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

Name: _____

Address: _____ City, State, Zip: _____

Phone (with area code): _____ Email address: _____

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: _____



HTC Medallion only



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

Revised 1.2020

Texas Historical Commission
History Programs Division
P.O. Box 12276, Austin, TX 78711-2276
Phone 512/463-5853
Fax 512/475-3122
www@thc.texas.gov



TEXAS HISTORICAL COMMISSION
real places telling real stories