



Applying for a Veterans Memorial Park Engraved Tile

City of Renton will be utilizing an online portal for Engraved Tile Applications. Registration on the site is required.

Log In or [Create an Account](#) for Log In:

Click [here](#) to log in and start the application process.

After Signing In:

The Veterans Park Memorial Park Tile Application will open and these instructions will walk you through the process of entering information and uploading required documentation.

Step 1: Type – *Permit Details*

Permit Type is complete and the Description is not required for this section.

Click Next.

Step 2: Contacts

Your contact information will auto populate as the Applicant. The applicant is the only contact required for your application. Therefore, the Contacts step is complete.

Click Next.

Step 3: More Info – *Application Info*

Please complete each section below. Fields marked with a red asterisk (*) are required and must be completed in order to proceed to the next step.

- Enter the First Name and Last Name of the Veteran being honored on this memorial tile.
- Enter the inscription you would like engraved.
- A tile may include up to 3 lines of inscription. Each line can have a maximum of 16 characters. Spaces and punctuation count as characters.

Click Next.

Step 4: Attachments

In order to submit this application, a proof of honorable discharge is **required** documentation with your application. Click the blue tile marked "Proof of Honorable Military Service" and attach a .PDF copy of the veteran's honorable discharge (Form DD214). If the DD214 is unavailable, a copy can be ordered online at www.archives.gov. If the archives site does not have a copy, call the Parks and Recreation Dept for assistance. Disregard adding additional attachments.

Click Next.

Step 5: Review and Submit

The information that was added in the previous 5 steps will be displayed for review. If you wish to revise or add information, please use the Back button located in the bottom left-hand corner.

Click Submit.

Congratulations!

Your application should now show as "Successfully Submitted". If not, call the Parks and Recreation Department during business hours (Monday – Friday, 8 a.m. – 5 p.m.) for assistance.

Payment Options



Payments may be paid online through mygovpay, which is our secure and safe site.

Add fee to cart to start payment process. Provide your payment details and click the PayNow button to submit payment.

Questions?

Please contact the Parks and Recreation Department at (425) 430-6600 during business hours (Monday – Friday, 8 a.m. – 5 p.m.) or by email at veteranspark@rentonwa.gov.