

How to get my DD 214

1. Go to <http://www.archives.gov/veterans/military-service-records/get-service-records.html>

Half way down the page click on the eVetRecs button

eVetRecs:

Request Copies of Military Personnel Records

Use our system to create a customized order form to request information from your, or your relative's, military personnel records. You may use this system if you are:

- A **military veteran**, or
- Next of kin of a **deceased**, former member of the military
 - The **next of kin** can be any of the following: surviving spouse that has not remarried, father, mother, son, daughter, sister, or brother.

If you are **not** the veteran or next of kin, you must complete the Standard Form 180 (SF 180). See Access to Military Records by the General Public for more details.

How to Initiate a Request for Military Personnel Records:

1. Click on the "Request Military Records" button below to start. This will launch a separate window.
2. Enter the required information in the system to create your customized request form. There are 4 steps that you need to navigate. The system will guide you through the steps and tell you exactly which step you are on.
3. **Print, sign and date** the signature verification area of your customized form. If you don't have a printer, have a pen and paper handy and we will guide you through the process. This is important because the Privacy Act of 1974 (5 U.S.C. 552a) requires that all requests for records and information be submitted in writing. **Each request must be signed and dated by the veteran or next of kin.**
4. Mail or fax your signature verification form to us, and we will process your request. **You must do this within the first 20 days of entering your request**, or your request will be removed from our system.

Or you can submit your request through the mail by clicking on Mail or Fax SF-180

Military Record Requests: Standard Form SF-180

1. How to Obtain Standard Form 180 (SF-180), Request Pertaining to Military Records

There are several ways to obtain an SF-180. You can:

- a. **Download and print a copy of the SF-180 in PDF format.**
 - o You need access to a printer and the Adobe Acrobat Reader software (see link at the bottom of the page). The form is a total of 3 pages.
 - o The SF-180 is formatted for letter size paper (8.5" x 11"). If your printer can not accommodate this, select "*shrink to fit*" when the Adobe Acrobat Reader "*Print*" dialog box appears.
 - o This is also a fillable version of the SF-180. It will allow you to type the needed information into the form using your keyboard. You will still need to print, sign and mail the form. Otherwise, it works the same as stated above.

- b. **Write to The National Personnel Records Center**

9700 Page Avenue
St. Louis, Missouri 63132

You may also be able to obtain the SF-180:

- c. From Federal Information Centers
- d. From local Veterans Administration offices
- e. From veterans service organizations

The SF 180 may be photocopied as needed. Please submit a separate SF 180 for each individual whose records are being requested.

2. Write a Letter to Request Records

If you are not able to obtain SF-180, you may still submit a request for military records. Requests must contain enough information to identify the record among the more than 70 million on file at NPRC (MPR). Certain basic information is needed to locate military service records. This information includes:

- The veteran's complete name used while in service
- Service number or social security number
- Branch of service
- Dates of service
- Date and place of birth may also be helpful, especially if the service number is not known
- If the request pertains to a record that may have been involved in the 1973 fire, also include:
 - Place of discharge
 - Last unit of assignment
 - Place of entry into the service, if known.
- While this information is not required, it is extremely helpful to NPRC staff in understanding and fulfilling your request:
 - The **purpose or reason** for your request, such as applying for veterans benefits, preparing to retire, or researching your personal military history.
 - Any **deadlines** related to your request. We will do our best to meet any priorities. For example, you may be applying for a VA-guaranteed Home Loan and need to provide proof of military service by a specific date.
 - Any other specific information, documents or records you require from your Official Military Personnel File (OMPF) besides your Report of Separation (DD Form 214).

Please submit a separate request (either SF 180 or letter) for each individual whose records are being requested