



HOW TO ORDER CERTIFIED MILITARY RECORDS

Most veterans and their next-of-kin can obtain free copies of their DD Form 214 (Report of Separation) several ways. Visit archives.gov for more complete instructions.

- **NOTE:** *If the next of kin is requesting the records, a copy of the veterans death certificate must be provided.*

REQUESTING RECORDS FROM THE NATIONAL ARCHIVES:

- Obtain Standard Form 180 (SF-180: Request Pertaining to Military Records). You can:
 - Request to pick up a copy at a War Era Veterans office.
- Download and print a copy from archives.gov
 - You need access to a printer and the Adobe Acrobat Reader software.
- Use the National Archives online military request system at archives.gov. Click on "Military Service Records", then on "Use our eVetRecs system to create your request" links. Follow the online instructions. (RECOMMENDED)
 - **NOTE:** *You will still be required to print the signature verification area of your form and mail or fax it to the National Personnel Records Center along with the veterans death certificate if applicable.*
- Either way you decide to complete your form, you will need as much of the following information as possible to complete the form:
 - 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, 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 and Place of entry into the service, if known.
- In the "Comments" (on line) or "Purpose" (printed) section of SF-180, explain to the National Personnel Records Center (NPRC) that the Veteran or the Surviving Spouse of the Veteran is requesting this record in order to apply for the Veteran's Pension with Aid and Attendance. Therefore you are requesting an EMERGENCY / DEADLINE associated with this request.
- **Print, sign and date** the signature verification area of your form.

<p>MAIL REQUEST TO NPRC: National Personnel Records Center Military Personnel Records 9700 Page Avenue St. Louis, MO 63132-5100</p>	<p>FAX REQUEST TO NPRC: 314-801-9049</p>
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