

Obtain a copy of a DD Form 214 / Separation Documents / Military Records

Military personnel, veterans, or next-of-kin may request DD-214 or other military records online, by mail or by fax.

For fastest results, read all instructions and have required information available before starting this process.

- **Recently separated veterans** may access the [VA/DOD eBenefits Portal](#)

OR

- **All veterans/next-of-kin** may request [online from the National Archives](#)

OR

- **Write a letter or submit a Form SF-180.** Requests must contain enough information to allow identification of the record from among the more than 70 million on file at the NPRC. You will receive a response via USPS from the Center.

Mail or fax letter or SF-180:

National Personnel Records Center

1 Archives Drive

St. Louis, MO 63138

FAX # 314-801-9195

REQUIRED INFORMATION – *Gather these details before you begin your request!*

- The veteran's complete name used while in service
- Service number
- Social security number
- Branch of service
- Dates of service
- Date and place of birth (especially if the service number is not known).
- If you suspect your records 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.
- All requests must be **signed** and **dated** by the veteran or next-of-kin.
- **If you are the next of kin of a deceased veteran**, you must provide proof of death of the veteran such as a copy of death certificate, letter from funeral home, or published obituary.

OPTIONAL INFORMATION: 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).

For additional details on what information may or may not be included, please see the **Special Notice to Veterans and Family Members Regarding Requests for Copies of Military Personnel / Medical Files**.

URGENT REQUEST? If your request is urgent (e.g. upcoming surgery, funeral, etc.) and there is a deadline associated, please provide this information in the "**Comments**" section of [eVetrecs](#) or in the "**Purpose**" section of the [SF-180](#) and **fax it to our Customer Service Team at (314) 801-0764**.

NPRC's goal is to complete all urgent requests within two working days. Please contact customer service staff (314) 801-0800 if you have questions or require same day service. Due to the large number of calls received, hold times are often long. However, once you reach a technician they will be happy to assist you with emergency service.