

MILITARY SERVICE RECORD REQUEST (DD214 & SF-180)

ONLINE:

Before you begin the online process, you'll need the following information:

- Veterans full legal name
- Veterans social security number
- Veterans date of birth
- Veterans birth location
- Veterans branch of service
- Veterans approximate month and year of discharge

Visit the following website - <http://www.archives.gov/veterans/military-service-records/>

Click on "Launch the eVetRecs to start your request Online"

This will open a new browser window.

Complete the required fields. When finished, click "Submit" and then "Print" the signature page. Once you have printed the signature page, sign and either fax it to the number provided, or mail a hard copy to the address provided.

If this request is coming from the next of kin of a deceased veteran, a copy of their death certificate must also be provided.

HARD COPY:

Visit the following website - <http://www.archives.gov/veterans/military-service-records/>

Click on "Download form SF-180 to Mail or Fax your request"

Download the form and follow the instructions for submission. For your convenience, a copy of this form has been provided.