

Request Your Military Service Records Online, by Mail, or by Fax

(Includes DD 214/Separation Documents, Personnel Records,
Replacement Medals, and/or Medical Records)

The link to go to:

<https://www.archives.gov/veterans/military-service-records>

Instructions

Online Requests Using eVetRecs

Our online eVetRecs system creates 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
 - Brother

Who Can Request Official Military Personnel Files (OMPF)

Access depends on the discharge date:

- **OMPF Archival record - discharge date of 1956 or prior***

These records are archival and are open to the public.

- Any archival OMPF can be ordered online for a [copying fee](#).
- See [Access to Military Records by the General Public](#) for more details.

- **OMPF Federal (non-archival) record - discharge date of 1957 or after***

These records are non-archival and are maintained under the Federal Records Center program. Non-archival records are subject to access restrictions.

- the military veteran, or
- the next-of-kin (*un-remarried widow or widower, son, daughter, father, mother, brother or sister*)
- Use the link at the top of this page to get started using eVetRecs or [Standard Form 180](#) (SF 180).

* **Please note:** Records are accessioned into the National Archives, and become archival, **62 years after** the service member's separation from the military. This is a rolling date; hence, the current year, 2018, minus 62 years is 1956. [Learn more](#)

Visit [eVetRecs Help and FAQ](#) to learn more about how to use eVetRecs.

Required Information

Your request must contain certain basic information for us to locate your service records. This information includes:

- 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.

Recommended Information (optional)

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 and/or medical files](#).

"Emergency" Requests and Deadlines

"Natural Disaster" Requests

If you live in the impacted areas (or have temporarily relocated to nearby states) and need priority service to replace a Separation Document (usually DD Form 214 or equivalent), place the word "Natural Disaster" in the "Comments" section of eVetRecs or in the "Purpose" section of the Standard Form (SF) 180, Request Pertaining to Military Records.

Fax your request to our Customer Service Team at 314-801-0927.

(NOTE: This fax number is only for special requests, such as Hurricane Harvey or the California Wildfires).

If your request is urgent (for example, upcoming surgery, a funeral, etc.) tell us the nature of the emergency and your deadline in the "Comments" section of [eVetRecs](#) or in the "Purpose" section of the [Standard Form \(SF\) 180, Request Pertaining to Military Records](#).

- Fax your request to our Customer Service Team at 314- 801-0764.

- Call our customer service staff at 314-801-0800 if you have questions or require same-day service. *Due to the large number of calls we receive at this number, hold times are often long. However, once you reach a technician, he or she will be happy to assist you with emergency service.*
- If your burial request involves interment at a Department of Veterans Affairs National Cemetery, contact the National Cemetery Scheduling Office at 800-535-1117 or visit the [National Cemetery Administration website](#). We work directly with the Veterans Affairs staff to obtain records to verify service for burial benefits. If the veteran is not going to be interred at a National Cemetery, the requester may fax the SF-180 or signature page from [eVetRecs](#) (including signature of the next of kin and proof of death) to the Customer Service Team at 314-801-0764.

NOTE: [The 1973 Fire](#) at the National Personnel Records Center damaged or destroyed 16-18 million Army and Air Force records that documented the service history of former military personnel discharged from 1912-1964. Although the information in many of these primary source records was either badly damaged or completely destroyed, often alternate record sources can be used to reconstruct the service of the veterans impacted by the fire. Sometimes we are able to reconstruct the service promptly using alternate records that are in our holdings, but other times we must request information from other external agencies for use in records reconstruction. In some instances, therefore, requests that involve reconstruction efforts may take several weeks to a month to complete.

Where to send my request

You can mail or fax your **signed** and **dated** request to the National Archives' National Personnel Record Center (NPRC). Most, but not all records, are stored at the NPRC. **Be sure to use the address specified by eVetRecs or the instructions on the [SF-180](#). [Locations of Military Service Records](#).**

- **NPRC Fax Number :**
314-801-9195
- **NPRC Mailing Address:**
National Personnel Records Center
Military Personnel Records
1 Archives Drive
St. Louis, MO 63138
314-801-0800

Please note that requests which are sent by Priority Mail, FedEx, UPS, or other "express" services will only arrive at the NPRC sooner. They will not be processed any

faster than standard requests. See the section above on emergency requests and deadlines.

Cost

Generally there is no charge for basic military personnel and medical record information provided to veterans, next-of-kin and authorized representatives from **Federal (non-archival) records**. If your request involves a service fee, you will be notified as soon as that determination is made.

However, **Archival OMPFs** are subject to the NARA fee schedule that authorizes the Agency to collect fees from the public for copies of archival records (44 USC 2116c and 44 USC 2307).

Online, mailed and faxed archival requests require the purchase of the COMPLETE photocopy of the OMPF:

- A routine OMPF of 5 pages or less: \$25 flat fee
- A routine OMPF of 6 pages or more: \$70 flat fee (most OMPFs fall in this category)
- [Persons of Exceptional Prominence \(PEP\)](#) OMPF: \$.80 cents per page (\$20 minimum)

Response Time:

Response time for records requested from the [National Personnel Records Center \(NPRC\)](#) varies and is dependent upon the complexity of your request, the availability of records and our workload. Please do not send a follow-up request before 90 days have elapsed, as it may cause further delays. While the NPRC works actively to respond to each request in a timely fashion, the Center receives approximately 4,000 - 5,000 requests per day. We are responding to requests for separation documents within 10 days about 92% of the time. However, requests that involve reconstruction efforts due to the [1973 Fire](#), or older records which require extensive search efforts, may take 6 months or more to complete.

Checking the Status of Your Request

Once you have allowed sufficient time for us to receive and process your request (about 10 days), you may check the status of your request by using the [Online Status Update Request form](#). Please provide the request number if you have one, the name, address and phone number of the requester, and the veteran's branch of service to aid us to finding your request in our system.

You may also telephone the **NPRC Customer Service Line** (this is a long-distance call for most customers): **314-801-0800**

Note: Our peak calling times are weekdays between 10:00 a.m. CST and 3:00 p.m. CST. Staff is available to take your call as early as 7:00 a.m. and as late as 5:00 p.m. CST.

Other Methods to Obtain your Military Service Records

Other potential methods to obtain your records include [writing a letter](#), visiting the NPRC, contacting your state or county, or hiring an independent researcher. See [Other Methods to Obtain your Military Service Records](#) for more details.

NOTE: Some companies advertise DD Form 214 research services and will charge a fee for obtaining copies. This is provided as a **free** service by the National Archives and Records Administration.

Special Note on Contacting by Email: Requests for military personnel records or information from them **cannot** be accepted by email at this time. The [Privacy Act of 1974 \(5 U.S.C. 552a\)](#) and Department of Defense directives require a written request, signed and dated, to access information from military personnel records. Our email address should only be used only to request general information (hours of operations, procedures and forms) or to submit compliments, complaints or concerns.

NOTE: If you send messages using WebTV or a free-email service, you will not receive our response if your mailbox is full. Messages sent to full mailboxes are returned to us as "undeliverable." You may wish to include your mailing address in your message so that we may respond via the U.S. Postal Service.

Access to Military Records by the General Public

Limited information from Official Military Personnel Files is releasable to the general public without the consent of the veteran or the next-of-kin. You are considered a member of the general public if you are asking about a veteran who is no relation to you, or a veteran who is a relative but you are not the next-of-kin. Next-of-kin is defined as the unremarried widow or widower, son or daughter, father or mother, brother or sister of the deceased veteran.

See [Access to Military Records by the General Public and Researchers](#) for details on how to request service records.

[eVetRecs Help and FAQs](#)