

REQUESTING MILITARY RECORDS

Anyone that has gone through this ordeal knows how frustrating it can be. Everyone knows how simple it can be but you just can't get there from here. This Report is meant to dispel some of the horrors and give you some of the resources you need to locate records for yourself, a friend, a loved one or your ancestor.

With the increase of the web and the government getting more involved, you would think it would be easier to get the information you need. The problem is that you cannot be general in what you are requesting. Because there is so much data out there on record, you must be specific and to the point for what you want.

There are some thirty pages with information on each of the Military Services, the various years for what you are looking for, a copy of an SF-180 form, a list of politician's email addresses, information on Agent Orange, Gulf War Syndrome, PTSD and Depleted Uranium, (*thanks to our friends at namvets.com, the VA and usvetinfo.com.*)

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- Records of US Air Force Commands, Activities and Organizations
- Dept. of VA- Hazardous Exposures
- US Veteran Information-(Non-Government) USVI
Vietnam Veteran PTSD, Agent Orange & Unit Record Research Information
- Additional Information on Depleted Uranium, (USVI)
- Persian Gulf Undiagnosed Illness Claims, (USVI)
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- Gulf War Syndrome, Language, and Labels, (USVI)

Additional information graciously contributed by The National Archives, The Veterans Administration, U.S Veteran Information-(NonGovernment), EvetRecs, & NamVets.com.

DAVE Hoopert - Nat Hqs - Can find records

National Archives at College Park, Maryland

Mailing/Visiting Address

National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

Customer Service Center Telephone Number: 1-866-272-6272

Archives II is located on Adelphi Road near the University of Maryland's College Park campus.

Hours:

Research Hours

Monday & Wednesday 8:45 am - 5:00 pm
Tuesday, Thursday & Friday 8:45 am - 9:00 pm
Saturday 8:45 am - 4:45 pm
Closed Sundays and FEDERAL HOLIDAYS

Pull times for files:

Monday - Friday, 9:30 a.m., 10:30 a.m., 11:30 a.m., 1:30 p.m., and 3:30 p.m.

Note: No records are retrieved from the stacks on Saturday or in the evening.

Parking

Visitor parking is available, but very limited during research hours. Parking spaces in the garage area fill very quickly.

If you intend to drive and park, please note:

- The parking garage opens to the public at 8:00 AM.
- A security officer will:
 - Check your photo identification (all visitors must present photo ID)
 - Direct you to the second entrance of the parking garage
 - Provide you with a daily parking permit and instructions on parking.
- Overnight parking is not permitted.
- If the Homeland Security Advisory System (HSAS) is raised to the level "Orange" or higher, additional security screening procedures may significantly delay entrance of passenger vehicles

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**GENEALOGISTS/
FAMILY HISTORIANS**

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**GENEALOGY
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Research in Military Records

Introduction and Links to Resources

• **Introduction**

- [What military records does NARA have?](#)
- [How can military records help in my genealogy research?](#)
- [How do I begin?](#)
- [How can I search the military records?](#)

• **Military Resources on the NARA web site**

- [General Information on Military Records](#)
- [Information on Specific Wars](#)
- [Military Resources on other web sites](#)

Introduction

What military records does NARA have?

The National Archives holds Federal military service records from the Revolutionary War to 1912 in the National Archives Building in Washington, D.C. See [details of holdings](#).

Military records from WWI - present are held in the National Military Personnel Records Center (NPRC), in St. Louis, Missouri, See [details of holdings](#).

The National Archives does not hold state militia records. For these records, you will need to contact the appropriate [State Archives](#).

How can Military Records help in my genealogy research?

Military records can often provide valuable information on the veteran, as well as on all members of the family. For example:

• **Compiled Service Records:**

Compiled service records consist of an envelope containing card abstracts taken from muster rolls, returns, pay vouchers, and other records. They will provide you with your ancestor's rank, unit, date mustered in and mustered out, basic biographical information, medical information, and military information.



Now you can order copies of [WWI Draft Registration Cards](#) online!

View a recent **newscast** on some of the treasures in NARA's National Personnel Records Center in St. Louis.

Read the **transcript**

Information on Specific Wars

[American Revolution](#)

[War of 1812](#)

[Mexican War](#)

[Civil War](#)

[Spanish American War](#)

[Philippine Insurrection](#)

[Boxer Rebellion](#)

[World War I](#)

[World War II](#)

[Korean War](#)

[Vietnam War](#)

- **Pension Applications and Pension Payment Records:**

The National Archives also has pension applications and records of pension payments for veterans, their widows, and other heirs. The pension records in the National Archives Building in Washington, D.C. are based on service in the armed forces of the United States between 1775 and 1916. Pension application files usually provide the most genealogical information. These files often contain supporting documents such as: narratives of events during service, marriage certificates, birth records, death certificates, pages from family Bibles, family letters, depositions of witnesses, affidavits, discharge papers and other supporting papers.

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- **Bounty Land:**

Bounty land warrant application files relate to claims based on wartime service between 1775 and March 3, 1855. If your ancestor served in the Revolutionary War, War of 1812, early Indian Wars, or the Mexican War, a search of these records may be worthwhile. Bounty land records often contain documents similar to those in pension files, with lots of genealogical information. Many of the bounty land application files relating to Revolutionary War and War of 1812 service have been combined with the pension files.

How do I begin?

There is no simple explanation for how to begin research in military records. Your research path will depend on aspects such as: what branch of service your ancestor was in, which conflict, what dates, whether Regular Army or a volunteer unit, whether your ancestor was an officer or enlisted personnel, and whether there was a pension application.

The approach to researching records of enlisted men, officers, and for the different branches of the military is described in this article: [An Overview of Records at the National Archives Relating to Military Service](#).

Compiled Military Service Records for Volunteers:

When researching volunteers who served in the military for a particular war, start with the compiled military service records. Begin by searching the appropriate name indexes on [NARA microfilm](#). If the compiled military service records have not been reproduced on microfilm, researchers may request to see the original records at the [National Archives Building in Washington, D.C.](#)

Regular Army:

Since the War Department did not compile military service records for those who served in the Regular Army, start your research with:

- Enlisted Men - Regular Army Enlistment Papers, 1798-1894
- Officers - Francis B. Heitman's Historical Register
- Dictionary of the United States Army, From Its Organization, September 29, 1789, to March 2, 1903 (2 vols)

Bounty Land :

Many of the bounty land application files relating to Revolutionary War and War of 1812 service have been combined with the pension files. There is also a series of unindexed bounty land warrant applications based on service between 1812 and 1855, which includes disapproved applications based on Revolutionary War service. This series is arranged alphabetically by name of veteran.

Read more about beginning research in military records in the *Prologue* article, [An Overview of Records at the National Archives Relating to Military Service](#).

How can I search the military records?

The National Archives holds Federal military service records in two repositories:

- [The National Archives Building in Washington, D.C., for Revolutionary War - 1912](#)
- [National Military Personnel Records Center \(NPRC\), in St. Louis, Missouri, for WWI - present.](#)

The U.S. National Archives and
Records Administration
8601 Adelphi Road, College Park,
MD 20740-6001
Telephone: 1-86-NARA-NARA or 1-
866-272-6272

Also check the [Microfilm Catalog](#), or contact the [Regional Archives](#) in your area, as the Regions may also have the military service records that you are looking for on microfilm.

Military Resources

General Information on Military Records

- [An Overview of Records at the National Archives Relating to Military Service](#), an article in *Prologue Magazine*
- [General Index to Pension Files, 1861-1934](#)
(See also descriptive pamphlet for [Microfilm T-288](#))
- [20th-Century Veterans' Service Records Safe, Secure and Available](#), an article in *Prologue Magazine* about the National Personnel Records Center
- [Ordering information for military service records](#)
- [Genealogical CD-ROMs with military records in the Archives Library Information Center](#), in the National Archives Building, Washington, DC
- [Microfilm catalog of Military Service Records](#)
To search this catalog online:
 1. From the main [Microfilm Catalog](#) page, click Advanced Search (next to the Search button)
 2. In the righthand column, under Subject Catalog, select "Military Service Records"
 3. Hit "Search"
- [Selected military documents digitized in the Archival Research Catalog \(ARC\)](#)
- [List of NARA Publications for sale relating to Military History](#)
- [Photographs and images from wars](#)

Branches of Service

- [Army](#)
- [Coast Guard](#)
- [Navy and Marine Corps](#)

Information on Specific Wars

- [American Revolution](#)

- [War of 1812](#)
- [Mexican War](#)
- [Civil War](#)
- [Spanish American War](#)
- [Philippine Insurrection](#)
- [Boxer Rebellion](#)
- [World War I](#)
- [World War II](#)
- [Korean War](#)
- [Vietnam War](#)

Links to other military resources online

- [Military Resources on other web sites](#), provided by the Archives Library Information Center

PDF files require the [free Adobe Reader](#).
More information on Adobe Acrobat PDF files is available on our [Accessibility page](#).

[Veterans and Their Families](#) [Military Service Records](#)

How to Request Military Service Records or Prove Military Service (DD Form 214, DD-214, DD214)

MILITARY SERVICE RECORDS

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[Request Service Records or Proof of Military Service](#)

[Locations of Military Service Records](#)

[Medical and Health Records](#)

[Correcting Service Records and Discharges](#)

[Replacement Medals and Awards](#)

[Military Service Records at the National Personnel Records Center's Archival Research Room](#)

How to Request Military Service Records or Prove Military Service

Military personnel records can be used for proving military service, or as a valuable tool in genealogical research. Most veterans and their next-of-kin can obtain **free** copies of their **DD Form 214 (Report of Separation)** and other military and medical records several ways:

Use our eVetRecs system to create your request

Mail or Fax a Standard Form SF-180

Other Methods to Obtain Military Service Records

[Other methods and sources for obtaining copies of military service records](#)

[Looking for older \(pre-WWI\) pension or service records?](#)

[Not a veteran or next-of-kin? Access to military service records by the general public and researchers](#)

Special Notice Regarding Requests for Military Personnel & Medical Files

SERVICES & RESOURCES

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Important Steps and Information to Request Service Records

[Required Information](#)

[Cost \(free for most veterans\)](#)

[Recommended Information](#)

[Response Time](#)

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[Checking the Status of your Request](#)

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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.

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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

If there is an emergency or deadline associated with your request, please explain this in the "Comments" section of [eVetRecs](#) or in the "Purpose" section of the [SF-180](#) so that we fully understand the situation and we will do our best to meet your priority.

If your request involves a burial in a National Cemetery operated by the Department of Veterans Affairs, the cemetery staff will work directly with us to obtain the required records for the service. If your request involves funeral services provided by a non-VA/private provider, the next of kin may fax the request (including signature of the next of kin) to us at 314 801-0764. If your request involves the burial of a Marine Corps veteran, you may contact the USMC Liaison Officer at 314 538-3155.

Where to send my request

You can mail or fax your **signed** and **dated** request to the National Archives's 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.** The locations of military service records for active and retired personnel are listed at [Location of Military Service Records](#).

- **NPRC Fax Number :**
314-801-9195
- **NPRC Mailing Address:**
National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132-5100
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.

The U.S. National Archives and
Records Administration
8601 Adelphi Road, College Park,
MD 20740-6001
Telephone: 1-86-NARA-NARA or 1-
866-272-6272

Cost:

Military personnel and health record information is usually **free** for veterans, next-of-kin, and authorized representatives. If your request involves a service fee, you will be notified as soon as possible.

NOTE: Some records (Navy and Marine Corps enlisted personnel pre-1939) are in the process of being accessioned into the National Archives' collection and are no longer considered part of the NPRC, but are now part of the new Archival Programs Division. Standard reproduction charges may apply for copies of these documents. The process for requesting these records remains the same for now.

Response Time:

The National Personnel Records Center (NPRC) normally responds to requests for Separation Documents (such as DD Form 214) in ten (10) working days or less. However, requests that involve reconstruction efforts due to the 1973 fire or older records which require extensive search efforts may take much longer (such as requests for your complete OMPF). You will receive our response in writing by U.S. Mail.

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 e-mail through our NPRC Customer Service Center at mpr.status@nara.gov. 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 will receive a return e-mail from us with a projected completion date for your request.

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 am CST and 3:00 pm CST. Staff is available to take your call as early as 7:00 am and as late as 5:00 pm cst.

This number will allow you to hold until a technician is available to help you.

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.

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.

National Personnel Records Center, St. Louis

[National Personnel Records Center](#) [Military Personnel Records](#) [Military Personnel Records, SF-180](#)

NATIONAL PERSONNEL RECORDS CENTER

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FOR FEDERAL AGENCIES

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OTHER RESOURCES

[Helpful Military Web Sites](#)

[Genealogy](#)

[Research on specific wars](#)

Prologue Articles

[An Overview of Military Service Records at NARA](#)
[20th-Century Veterans' Service Records](#)

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Military Record Requests (SF-180)

- [Ways to Request Military Records](#)
- [How to Submit Your Request](#)
- [Order Processing Time](#)

If you are a veteran or next-of-kin of a **deceased** veteran, you may now use vetrecs.archives.gov (or still use the SF-180) to order copies of military records.

All others must use the SF-180 or request in a letter (see below).

Ways to Request Military Records

- Veterans or next-of-kin of deceased veterans can use the online order form at vetrecs.archives.gov (or use the SF-180).



Order copies of [WWI Draft Registration Cards](#) online.

All others:

- Obtain and Fill out [Standard Form 180 \(SF-180\)](#)
- Or [Write a Letter to Request Records](#)

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.

- You need access to a printer and the Adobe Acrobat Reader software (see link below). The form is a total of 3 pages.
- 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.
- 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.



Standard Form 180



Click here to download the latest version of the FREE Adobe Acrobat PDF Reader.

- To return the form to us, review the tables on page 2 of SF 180 for the correct location of the desired record (based on branch of service, dates of separation, and type of record) and send the completed form there.

- b. **Contact Us to order the form through the mail.**
- c. **Write to The National Personnel Records Center**
9700 Page Avenue
St. Louis, Missouri 63132

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

- d. From the [Department of Defense](#)
- e. From Federal Information Centers
- f. From [local Veterans Administration offices](#)
- g. 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.

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

How to Submit Requests:

- [Send by mail](#)
- [Send by fax](#)

Today we must continue to receive requests, dated and with a handwritten signature, either by mail or by fax only. This is because [Federal law](#) [5 USC 552a(b)] requires that all requests for records and information be submitted in writing. Each request must be **signed** and **dated**.

You may submit more than one request per envelope or fax, but please submit a separate request (either SF 180 or letter) for each individual whose records are being requested.

- **Send by Mail**

Our mailing address is:

National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132-5100

The U.S. National Archives and
Records Administration
8601 Adelphi Road, College Park,
MD 20740-6001
Telephone: 1-86-NARA-NARA or 1-
866-272-6272

- **Send by Fax**

Our fax number for requesting military records is 314-801-9195.
The Center will respond in writing by U.S. Mail.

Order Processing Time

Response times for records requested from the National Personnel Records Center (NPRC) vary greatly depending on the nature of the request. For example, the NPRC Military Records Facility currently has a pending workload of 45,000 requests and receives approximately 4,000 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. Reconstruction requests are taking on average 4.5 weeks to complete. The average response time on all requests is currently running about 2.9 weeks.

"NARA ensures, for the Citizen and the Public Servant, for the President and the Congress and the Courts, ready access to essential evidence."

PDF files require the [free Adobe Reader](#).
More information on Adobe Acrobat PDF files is available on our [Accessibility page](#).

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next of kin using eVetRecs at <http://www.archives.gov/veterans/evetrecs/>.

2. Personnel records and Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service less than 62 years ago and STR's are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STR's of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs approximately 40 days after the last day of active duty. (See item 3, Archival Records, if the military member was discharged, retired or died in service over 62 years ago.)

a. Release of information: Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the SF180. Others requesting information from military personnel records and/or STR's must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next of kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters must provide proof of death, such as a copy of a death certificate, letter from funeral home or obituary.

b. Fees for records: There is no charge for most services provided to service members or next of kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified as soon as that determination is made.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service 62 or more years ago have been transferred to the legal custody of NARA and are referred to as "archival" records.

a. Release of Information: Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next of kin is not required. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information.

b. Fees for Archival Records: Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). You will be notified if there is a charge for photocopies of documents contained in the record you are requesting.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester.

5. Definitions and abbreviations. DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.

REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/evetrecs/> *

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)	2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH			
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)						
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE COMPONENT						
b. RESERVE COMPONENT						
c. NATIONAL GUARD						
6. IS THIS PERSON DECEASED? If "YES" enter the date of death. <input type="checkbox"/> NO <input type="checkbox"/> YES _____				7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES		

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU WOULD LIKE TO REQUEST A COPY OF:

- DD Form 214 or equivalent.** This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. NOTE: If more than one period of service was performed, even in the same branch, there may be more than one DD214. **Check the appropriate box below to specify a deleted or undeleted copy.** When was the DD Form(s) 214 issued? YEAR(S):
 - UNDELETED:** Ordinarily required to determine eligibility for benefits. Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.
 - DELETED:** The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.
- All Documents in Official Military Personnel File (OMPF)**
- Medical Records** (Includes Service Treatment Records (outpatient), inpatient and dental records.) If hospitalized, provide facility name and date for each admission:
- Other** (Specify):

2. PURPOSE: (An explanation of the purpose of the request is **strictly voluntary**; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

- Benefits Employment VA Loan Programs Medical Medals/Awards Genealogy Correction Personal
- Other, explain:

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.)

- Military service member or veteran identified in Section I, above
- Next of kin of deceased veteran (Must provide proof of death).
- Legal guardian (Must submit copy of court appointment.)
- Other (specify) _____

Show relationship: _____
 (See item 2a on accompanying instructions.)

2. SEND INFORMATION/DOCUMENTS TO:
 (Please print or type. See item 4 on accompanying instructions.)

Name _____
 Street _____ Apt. _____
 City _____ State _____ Zip Code _____

3. AUTHORIZATION SIGNATURE REQUIRED (See items 2a or 3a on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct.

Signature Required - Do not print

() _____
 Date of this request Daytime phone _____
 Email address _____

This form is available at <http://www.archives.gov/research/order/standard-form-180.pdf> on the National Archives and Records Administration (NARA) web site.

LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired on or after 10/1/2004	1	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired on or after 1/1/1999	4	11
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	14
	Discharged, deceased, or retired after 10/16/1992	14	11
	Reserve; or active duty records of current National Guard members who performed service in the U.S. Army before 7/1/1972	7	
	Active enlisted (including National Guard on active duty in the U.S. Army) or TDRL enlisted	9	
	Active officers (including National Guard on active duty in the U.S. Army) or TDRL officers	8	
	Current National Guard enlisted and officer not on active duty in Army (including records of Army active duty performed after 6/30/1972)	13	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	11
	Active, reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSSRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center /DSMR HQ ARPC/DPSSA/B 6760 E. Irvington Place, Suite 4600 Denver, CO 80280-4600	7	U.S. Army Human Resources Command ATTN: AHRC-PAV-V 1 Reserve Way St. Louis, MO 63132-5200	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, CGPC-adm-3 USCG Personnel Command 4200 Wilson Blvd., Suite 1100 Arlington, VA 22203-1804	8	U.S. Army Human Resources Command ATTN: AHRC-MSR 200 Stovall Street Alexandria, VA 22332-0444	13	The Adjutant General (of the appropriate state, DC, or Puerto Rico)
4	Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	Commander USAEREC ATTN: PCRE-F 8899 E. 56th St. Indianapolis, IN 46249-5301	14	National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100
5	Marine Corps Mobilization Command 15303 Andrews Road Kansas City, MO 64147-1207	10	Navy Personnel Command (PERS-312E) 5720 Integrity Drive Millington, TN 38055-3120		http://www.archives.gov/veterans/evetrecs/

[Veterans and Their Families](#) [eVetRecs](#)

EVETRECS

[Print](#) [E-mail](#) [Bookmark/Share](#)

[eVetRecs Help and FAQs](#)

[About Military Service Records and Official Military Personnel Files \(OMPFs\)](#)

[Request Military Service Records or Proof of Service \(DD Form 214\)](#)

[Location of Service Records](#)

[Medical & Health Records](#)

[Correcting Service Records or Discharge Status](#)

[Benefits & Claims](#)

[Medals & Awards](#)

SERVICES & RESOURCES

[Military Service Records](#)

[For Veterans](#)

[For Families](#)

[Historical Documents](#)

[Frequently Asked Questions \(FAQs\)](#)

[Other Resources](#)

[Go to the Veterans and Their Families Main Page](#)

eVetRecs: Request Copies of Military Personnel Records

Welcome to our online military personnel records request system.

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. In Step 2 of the on-line request form, you will be asked to make selections from drop down menus about the nature of the request and the types of documents you are requesting. If these menus do not include the items you wish to request (for example, "all documents in the Official Military Personnel File"), you will have the opportunity to

[Privacy and Security of Veterans Records](#)

[eVetRecs](#)

[Launch eVetRecs -- Request Military Records](#)

[eVetRecs Help and FAQs](#)

[False Rumor Regarding Destruction of Veterans Records](#)

[Important Steps to Request Service Records](#)

[Required Information](#)

[Recommended Information](#)

[Emergency Requests and Deadlines](#)

[Where to Send my request](#)

[Cost \(free for most veterans\)](#)

[Response Time](#)

[Checking the Status of your Request](#)

[Other Methods and Sources to Obtain Service Records](#)



[The story behind Modern Military Service Records](#)

What's inside an OMPF and what goes on at the National Personnel Records Center..

Share your story at the Library of

expand your request in the **Comments section in Step 3**. If you want to request multiple items from the menu selections in Step 2 (such as "Outpatient Treatment Records", "Inpatient Treatment Records", and "Mental Health Clinic Records"), choose one of the items from the menu and then use the **Comments section in Step 3** to ask for the additional documents.

Congress' Veterans History Project

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4. **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.**
5. **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.
6. Mail or fax your signature verification form (with proof of death, when applicable) 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.

REQUEST MILITARY RECORDS

Note: If you experience problems using eVetRecs, please see the [eVetRecs Help and FAQs](#) page.

The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001
Telephone: 1-86-NARA-NARA or 1-866-272-6272

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