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ELECTORAL
COLLEGE

Request Copies of Military Personnel Records

Attention: There is a rumor circulating among veteran service organizations that Official Military Personnel Files (OMPFs) at the National Personnel Records Center will be digitized and then destroyed. This rumor is NOT TRUE.

Neither the Department of Defense (DoD) nor the National Personnel Records Center intend to destroy any OMPFs stored at the Center. The purpose of any electronic scanning would be to reduce the handling of fragile records during the reference process or to reduce the time necessary to locate and answer an OMPF inquiry.

The National Archives and Records Administration preserves and protects OMPFs because they are permanently valuable records that document the essential evidence of military service for the veterans of our nation. [More...](#)

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). You can obtain this form from [Fax-on-Demand](#), or [download it](#), then mail or fax it to the appropriate address on the form. The SF 180 may be photocopied as needed. Please submit a separate request (either SF 180 or letter) for each individual whose records are being requested. You may submit more than one request per envelope or fax.

How to Initiate a Request for Military Personnel Records:

NEW![eVetRecs Help
and FAQs](#)



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How to Initiate a Request for Military Personnel Records:

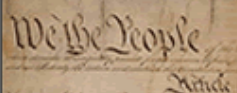
1. Click on the "Request Military Records" button to start. This will launch a separate window.
2. Enter the required information in the system to create your customized request form. There are 4 steps that you need to navigate. The system will guide you through the steps and tell you exactly which step you are on.
3. 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.
4. Mail or fax your signature verification form 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.

NEW!

[eVetRecs Help
and FAQs](#)



You are on Step



Notice

DoD or the National Personnel Records Center do not intend to destroy paper Official Military Personnel Records (OMPF) stored at the Center. The purpose of any electronic scanning that may be done in the future would be to reduce handling of fragile records during the reference process or to reduce the time necessary to locate an OMPF. It is our responsibility to preserve and protect Official Military Personnel Files, as they are permanently valuable records documenting the essential evidence of military service for the veterans of our nation.

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 collection of information. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and EO. 9397 of November 22, 1943. Disclosure of the information is voluntary. If the requested information is not provided, it may delay serving your inquiry because NPRC may not have all of the information needed to locate the veteran's record. The purpose of the information collected is to assist NPRC in locating the correct military service record(s) or information to answer your inquiry. The information collected will serve as a record of disclosure. The information collected may also be disclosed to the Department of Defense components, The Department of Veterans Affairs, the Department of Homeland Security (Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or parts 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 for this collection of information is estimated to be five minutes, 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.

Continue



You are on Step

1

2

3

4

Veterans or Next of Kin

1

Are you the:

Please Select

2

What is your relationship to the deceased veteran?

Please Select

3

Are you seeking information concerning:

Please select

You are on Step

**Veterans or Next of Kin****1**

Are you the:

Veteran

2

What is your relationship to the deceased veteran?

Not Applicable

3

Are you seeking information concerning:

Former Military Service

Former Military Service

By pressing the 'Continue' button you declare that you are the veteran or the veteran's next of kin.

Continue

If you are other than the veteran or next of kin you must complete the SF 180.

You can obtain the SF180 [online](#) or via [Fax-on-Demand](#)

Exit



1

You are on Step

2

3

4

4

What was the veteran's branch of service?
(If the veteran served in more than one branch of service, a separate request form is required for each.)

Please Select..

5

What was the veteran's service component?

Not Applicable

6

Was the veteran an Officer or Enlisted?

Not Applicable

7

Please select the most appropriate category for your request, even if more than one applies:

Please Select..

8

Please select from the following:

Not Applicable

Please answer all the questions to proceed to the next step.

Previous

1

You are on Step

2

3

4

4

What was the veteran's branch of service?
(If the veteran served in more than one branch of service, a separate request form is required for each.)

Navy

5

What was the veteran's service component?

Active

6

Was the veteran an Officer or Enlisted?

Officer

7

Please select the most appropriate category for your request, even if more than one applies:

Benefits

8

Please select from the following:

Not Applicable

Previous

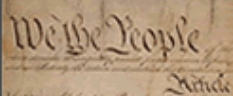
Benefits

Based on the selections you have made, we will provide you with a [Report of Separation](#).

A Report of Separation generally is needed for the following:

- Home Loans
- Veteran Organizations Membership
- Social Security
- Burial/Flag
- Education
- Homeless Veteran Services

Continue



Record Locator Information

Documents Requested

Return Address

Name used while in the Military

First Name:	<input type="text" value="JANE"/>	Branch of Service:	Navy
Middle Name:	<input type="text" value="NEE"/>	Service Unit:	Active
Last Name:	<input type="text" value="DOE"/>	Officer/ Enlist:	Officer
Social Security No.: <small>(XXX-XX-XXXX)</small>	<input type="text" value="123-45-6789"/>		
Date of Birth: <small>(MM/DD/YYYY)</small>	<input type="text" value="01/01/1980"/>	Place of Birth: <small>(City, State)</small>	<input type="text" value="CITY, STATE"/>
Service Number: <small>(Do Not Enter Any Letters)</small>	<input type="text" value="1234567"/>		
Approximate date the veteran left the Service: <small>(MM/YYYY)</small>	<input type="text" value="05/2001"/>		

Previous

Continue

1

2

You are on Step

3

4



Record Locator Information Documents Requested Return Address

1

2

You are on Step

3

4

REPORT OF SEPARATION (DD Form 214 or equivalent) This contains information normally needed to verify military service. Using this online system, a copy may be sent to the veteran or the deceased veteran's next of kin at this time.

- I would like to request an UNDELETED Report of Separation. This normally will be a copy of the full separation document including such sensitive items as the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost. An undeleted version is ordinarily required to determine eligibility for benefits.
- I would like to request a DELETED Report of Separation. The following information will be deleted from the copy sent: 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.

Comments

Text input field for comments with scroll arrows on the right side.

If information or documents other than a Report of Separation are needed, please indicate here what you require.

Previous

Continue



Record Locator Information Documents Requested Return Address

SEND INFORMATION/DOCUMENTS TO

1

2

You are on Step

3

4

First Name: Last Name:

Company Name:

Street:

City:

State: Zip: Country:

This information is not required in order to process your request for military records. However, if provided, we will use it to contact you if additional information is needed to locate your record and to keep you informed about the status of your request.

Daytime phone: Fax Number:

E-mail address:

Please enter only one valid Email address

Previous

Continue



Verification

Please review the information that you have entered. If you wish to change something simply use the Previous button to navigate to the proper screen and make the changes.

Once you press Continue your application for the documents requested will be submitted and you will not be able to go back and make any changes.

Previous

Continue

Veteran/Next of Kin:	Veteran	Relationship to Veteran:	Not Applicable
Branch of Service:	Navy	Service Component:	Active
Officer/Enlisted:	Officer		
Request Regarding:	Benefits	Request Category:	Not Applicable
Veteran First Name:	JANE	Veteran Date of Birth:	01/01/1980
Veteran Middle Name:	NEE	Veteran Place of Birth:	CITY, MO
Veteran Last Name:	DOE	Approx. Date Discharged:	05/2001
Veteran SSN:	123456789	Service Number:	001234567 Formatted
Comments:			

Documents will be mailed to:

Company:	XYZ		
First Name:	JANE	Street:	1234 RECORDS

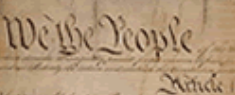
1

2

3

You are on Step

4



Your request will not be processed until you follow the instructions below.

If you have a printer click on the button below to print the Signature Verification Page

Print

No printer? Please write the Service Request Number and the declaration statement on a blank sheet of paper.

Sign and mail to: NPRC WEB 9700 Page Avenue St. Louis, MO 63132-5100

or sign and fax to: (314) 801-9049

Finished

To create a new request, Click Here

Signature Verification

Tuesday, May 10, 2005

Service Request Number:



1-514452701

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

Attention: NPRC WEB

Service Request Number: 1-514452701

I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information that I provided is true and correct.

Requester is: Veteran

Relationship: Not Applicable

(Signature Required)

(Print Name)



Your request will not be processed until you follow the instructions below.

If you have a printer click on the button below to print the Signature Verification Page

Print

No printer? Please write the Service Request Number and the declaration statement on a blank sheet of paper.

Sign and mail to: NPRC WEB 9700 Page Avenue St. Louis, MO 63132-5100

or sign and fax to: (314) 801-9049

Finished

To create a new request, Click Here

Copy of Signature Verification - Do Not Mail/Fax

Tuesday, May 10, 2005

Service Request Number:



1-514452701

Keep for your records

Do Not Mail

Attention: NPRC WEB

Service Request Number: 1-514452701

I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information that I provided is true and correct.

Requester is: Veteran

Relationship: Not Applicable

(Signature Required)

Your request will not be processed until you follow the instructions below.

If you have a printer click on the button below to print the Signature Verification Page

Print

No printer? Please write the Service Request Number and the declaration statement on a blank sheet of paper.

Sign and mail to: NPRC WEB 9700 Page Avenue St. Louis, MO 63132-5100

or sign and fax to: (314) 801-9049

Finished

To create a new request, Click Here

I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information that I provided is true and correct.

Requester is: Veteran

Relationship: Not Applicable

(Signature Required)

(Print Name)

Mailing Instructions

- 1. Sign, date and mail the first page to this address: NPRC WEB 9700 Page Avenue St. Louis, MO 63132-5100 or Sign, date and Fax the first page to (314) 801-9049
2. If NPRC does not receive your signature within 30 days, your request will be automatically deactivated and removed from our system.
3. Keep the second page titled "Copy of Signature Verification - Do Not Mail/Fax" for your records.
4. Refer to the Service Request Number when making inquiries about this request. Our Customer Service Number is (314) 801-0800.