

**The Veteran Request Process contains 4 steps, click Continue link in the main area to start...**

#### Notice

Please do NOT create multiple, separate requests for each of the menu selections available in Step 2 as that may delay the handling of your request. Briefly clarify your request in the comments field.

#### 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 E.O. 9397 of November 22, 1943. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing 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

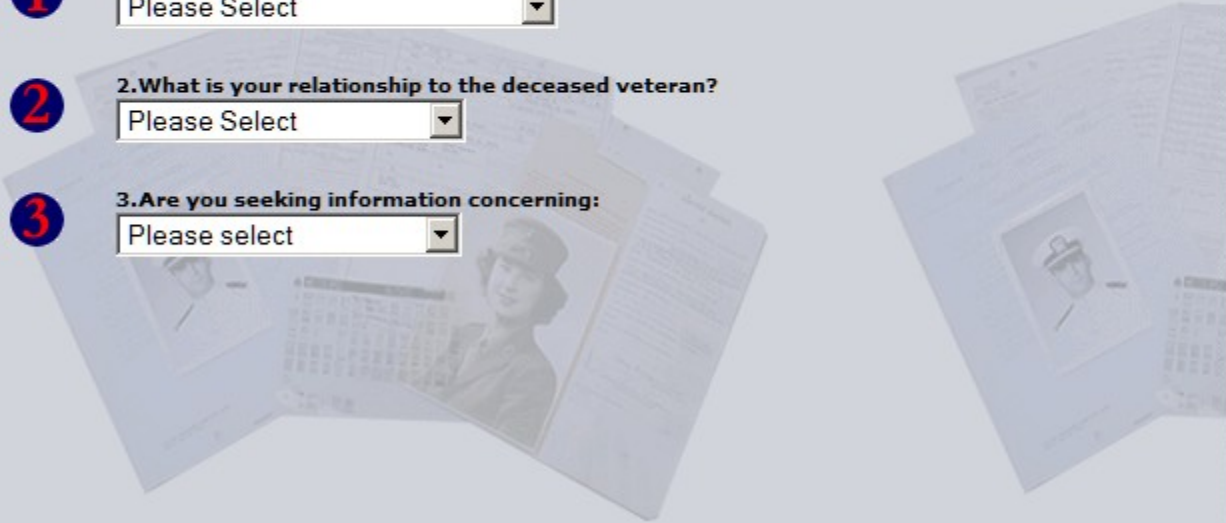
1

### Veterans or Next of Kin

1. Are you the:

2. What is your relationship to the deceased veteran?

3. Are you seeking information concerning:



You are on Step



Veterans or Next of Kin

1. Are you the:

2. What is your relationship to the deceased veteran?

3. Are you seeking information concerning:

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

You are on Step

2

### Veteran Service Details

Note : If the veteran served in more than one branch of service, a separate request form is required for each.

1. What was the veteran's branch of service?
2. What was the veteran's service component?
3. Was the veteran an Officer or Enlisted?
4. Please select the most appropriate category for your request, even if more than one applies:
5. Please select from the following:

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

Previous

You are on Step



### Veteran Service Details

Note : If the veteran served in more than one branch of service, a separate request form is required for each.

- 1. What was the veteran's branch of service?
- 2. What was the veteran's service component?
- 3. Was the veteran an Officer or Enlisted?
- 4. Please select the most appropriate category for your request, even if more than one applies:
- 5. Please select from the following:

### 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

Previous

You are on Step

3

Record Locator Information

Documents Requested

Return Address

Name used while in the Military

First Name: JANE

Branch of Service: Navy

Middle Name: NEE

Service Unit: Active

Last Name: DOE

Officer/Enlist: Officer

Social Security Number: 123-45-6789  
(XXX-XX-XXXX)

Date of Birth: (MM/DD /YYYY) 01/01/1980

Place of Birth: (City, State) CITY, STATE

Service Number: (Do Not Enter Any Letters) 1234567

Approximate date the veteran left the Service: 05/2001  
(MM/YYYY)

Previous

Continue

### Documents Requested

**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**  
(Please do not use "Enter" key)

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

Previous

Please include all information and documents needed in "Comments" above. Do NOT create separate requests for information, as this may delay the handling of your requests.

Continue

You are on Step

3

Record Locator Information

Documents Requested

Return Address

Return Address/Requester Information

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



You are on Step

4

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 Category:	Not Applicable
Request Regarding:	Benefits	Veteran Date of Birth:	01/01/1980
Veteran First Name:	JANE	Veteran Place of Birth:	CITY, STATE
Veteran Middle Name:	NEE	Approx. Date Discharged:	05/2001
Veteran Last Name:	DOE	Service Number:	001234567 Formatted
Veteran SSN:	123456789		
Comments:			

Documents will be mailed to:

Company:	XYZ	Street:	123 MY STREET
First Name:	JANE	City:	CITY
Last Name:	DOE	State:	NY
Telephone:	123-456-7890	Zip:	11111
Fax:	123-456-7899		
Email:			



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 1 Archives Drive Saint Louis, MO 63138-1002

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

Finished

To create a new request, Click Here

Signature Verification

Thursday, October 9, 2014 2:30:28 PM EDT

Service Request Number:



National Personnel Records Center
Military Personnel Records
1 Archives Drive
Saint Louis, MO 63138-1002

2-12056957395

Attention: NPRC WEB

Service Request Number: 2-12056957395

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)

Please allow at least 90 days after you return the signature page before following-up on the status of your request. During that time, please do not resubmit your request as doing so will add further delay.

(Print Name)

Copy of Signature Verification - Do Not Mail/Fax

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

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Saint Louis, MO
63138-1002

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Finished

To create a new request, Click Here

Thursday, October 9, 2014 2:30:28 PM EDT

Service Request Number:



2-12056957395

Keep for your records

Do Not Mail

Attention: NPRC WEB

Service Request Number: 2-12056957395

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)

Please allow at least 90 days after you return the signature page before following-up on the status of your request. During that time, please do not resubmit your request as doing so will add further delay.

Mailing Instructions

- 1. Sign, date and mail the first page to this address:
o NPRC WEB
1 Archives Drive
Saint Louis, MO 63138-1002
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.