

OBTAINING FEDERAL PERSONNEL AND/OR MEDICAL RECORDS (MILITARY OR CIVILIAN) PURSUANT TO COURT ORDER OR SUBPOENA		
SSN/SN	DATE OF INQUIRY	

because it does not meet all the requirements outlined below.

.../or medical records on file at the National Personnel Records Center gained pursuant "to the order of a court of competent jurisdiction."

Subpoenas qualify as orders of a court of competent jurisdiction and court orders must also be signed by a judge. Authority for these cases is found in Doe vs. DiGenova, 779 F. 2d 74 (D.C. Cir. 1985), and Stiles vs. State of Ga. 1978).

...that photocopies may be furnished in the form of a certificate under which photocopies may be sent to a recipient other than the clerk of the court and gives the appropriate address. Under applicable provisions of the Federal Rules of Evidence into evidence as original records 44 U.S.C. Sec. 2116(b). It is also in cases where copies are involved.

...information desired in sufficient detail to identify them with accuracy. A request should include as possible: the complete name, service number, social security number, federal agency by which employed, and dates of military service. If clinical treatment records are needed, include also the dates, locations, and names of the providers.

...to either of the following addresses, as appropriate:

**Assistant Director**  
 National Personnel Records Center, NARA  
 (Civilian Personnel Records)  
 1411 Boulder Boulevard  
 Valmeyer, IL 62295-2603

...may obtain certified copies of military or civilian personnel and release authorization of the subject of the record. The release request must state specifically that the documents may be released to **the** requester.

**PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT**

This form is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. The information collected and used by the National Personnel Records Center to ensure that the veteran before access to military and civilian personnel and medical records is estimated to be fifteen minutes per response, including time for reviewing and processing the request. Send comments regarding the burden estimate or any other aspect of this form, including suggestions for reducing the burden, to National Archives and Records Administration (MP), 8601 Adelphi Road, Bethesda, MD 20814. SEND COMPLETED FORMS TO THE APPROPRIATE ADDRESS.

	<p>_____</p> <p>Date</p> <p>_____</p> <p>Prepared by</p> <p>NATIONAL PERSONNEL RECORDS CENTER</p>
	<p><input type="checkbox"/> Military Personnel Records                  1 Archives Drive                  St. Louis, MO 63138-1002</p> <p><input type="checkbox"/> Civilian Personnel                  Records                  1411 Boulder Boulevard                  Valmeyer, IL 62295-2603</p>