

OBTAINING FEDERAL PERSONNEL AND/OR MEDICAL RECORDS (MILITARY OR CIVILIAN) PURSUANT TO COURT ORDER OR SUBPOENA	
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	SSN/SN	DATE OF INQUIRY	
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because it does not meet all the requirements outlined below.

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

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

that photocopies may be furnished in the form of a certificate under
otocopies may be sent to a recipient other than the clerk of the
recipient and gives the appropriate address. Under applicable
l into evidence as original records 44 U.S.C. Sec. 2116(b). It is also
vs involved.

ation desired in sufficient detail to identify them with accuracy. A
ing as possible: the complete name, service number, social
ederal agency by which employed, and dates of military service
If clinical treatment records are needed, include also the dates,

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

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

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

that is subject to the Paperwork Reduction Act unless the form displays a valid OMB
collected and used by the National Personnel Records Center to ensure that the
the veteran before access to military and civilian personnel and medical records is
estimated to be fifteen minutes per response, including time for reviewing instructions
comments regarding the burden estimate or any other aspect of the collection of
nal Archives and Records Administration (MP), 8601 Adelphi Road, College Park, MD
DDRESS. SEND COMPLETED FORMS TO THE APPROPRIATE ADDRESS(ES)

Date

Prepared by

NATIONAL PERSONNEL RECORDS CENTER

☐ Military Personnel Records
1 Archives Drive
St. Louis, MO 63138-1002

☐ Civilian Personnel Records
1411 Boulder Boulevard
Valmeyer, IL 62295-2603