

# HOW DO I GET A COPY OF A DISCHARGE OR FORM DD214?



## **I need a DD214 for Veteran's Benefits, Scholarship Application, Girls State or Other Reason. Can you help me?**

If you are a veteran, getting a copy of your certified military discharge or DD214 is usually easy. Requests are made through the National Personnel Records Center located in St. Louis, MO. If you are a family member, it is also possible to obtain one, but requires some additional steps.

### **National Personnel Records Center (NPRC)**

Address: 1 Archives Drive, St. Louis, MO 63138

Website: <https://www.archives.gov/>

Phone: 314-801-0800 Fax: 314-801-9195

- 1) You can start the request online, which also allows you to track your request with a bar code. Go to: <https://www.archives.gov/veterans/> and follow the instructions. Printing, signing and faxing are required.
- 2) If you do not have internet access, you can make your request using a form called a SF-180. To obtain a form, you can call, fax or mail the NPRC. Once you have the form you can fax or mail the completed and signed form, per the instructions.
- 3) Requests must contain certain basic information for NPRC locate the service records, including:
  - a) 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).
  - b) Due to a fire at the NPRC in 1973, sometimes additional information is needed to locate a record: The veteran's place of discharge, Last unit of assignment, and Place of entry into the service, if known. Learn more about The 1973 Fire go to: <https://www.archives.gov/st-louis/military-personnel/fire-1973.html>

### **What if I am not a veteran, but a family member?**

You can also request a veteran's DD214, if you are any of the following: the un-remarried widow or widower, son, daughter, father, mother, brother or sister of the deceased veteran.

Follow the above steps in making your request, but you must also provide proof of death of the veteran such as one of the following: a copy of death certificate, letter from funeral home, or published obituary.

### **What if I am not a family member?**

Not all records are available to the general public. Access depends on the discharge date of the veteran. Records are archived and available 62 years after the service member's separation from the military. This is a rolling date; hence, the current year, 2016, minus 62 years is 1954.

Any archived DD214 can be ordered online for a copying fee.

### **Alternate sources for discharge certificates, proof of military service or DD214 are:**

- 1) Ask your family members to see if they have the documentation.
- 2) Check with the Adjutant General's office in the VETERAN's "home of record" at the time of discharge. For example, the veteran returned home to Missouri after military service, contact Adjutant General of Missouri:

Missouri National Guard  
2302 Militia Drive  
Jefferson City, MO 65101-1203  
Phone: 573-638-9710 or 1-888-526-MONG (6664)

To locate an Adjutant General from another state, visit: <http://www.ngaus.org>  
<http://www.ngaus.org/about-ngaus/contact-or-visit-ngaus/find-your-state-association>

If after trying everything else you have had no luck, then, here are two last-ditch options:

- 3) Check with the Funeral Home that provided services at the time of death.
- 4) Check with Local Veteran Organizations where the veteran was an officer.