

How to obtain a copy of your DD-214 and Military Records Online

The key to all VA Benefits is your DD-214 or Discharge Papers. Without this important document, you will not be granted a disability claim, pension claim, education benefits, burial benefits, survivor benefits, home loan benefits, and/or state of Alabama benefits.

It is quite easy to get one via Online or through the mail. First, I will go through the online process to retrieve a certified copy of your discharge papers: The website is located at <http://www.archives.gov/veterans/military-service-records/> this is the web address for the National Personnel Records Center in St. Louis, Missouri.

When you arrive at the website, you are going to click the link in the center of the page that says "Launch the eVetRecs System to start your request Online", and then follow each of these easy four steps. A second window will appear which will take you through four steps to place your request online.

The first step: Privacy Act of 1974 Compliance Information; Paperwork Reduction Act Public Burden Statement, and a Continue button-click and it will proceed to the next screen. There are three parts for this screen:

a. (Select one) Are you the Veteran or Next of Kin of deceased veteran

b. (Select one) What is your relationship to the deceased veteran?

If you are the Veteran this step is: Not Applicable

If you are not the veteran (select): Unremarried surviving spouse; Father; Mother; Son; Daughter; Sister; Brother

c. (Select one) Are you seeking information concerning?

Former Military Service or Current Military Service

d. Click "Continue" after Selections

Now you are on Step 2 and are requested to answer the five following questions:

a. 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 from the Following: Army; Army Air Corps; Army Air Force; Air Force; Marine Corps; Navy; Coast Guard; Philippine Commonwealth Army; Philippine

Guerillas; Philippine Scouts

- b. What was the veteran's service component? Not Applicable; Active; Reserve; National Guard
- c. Was the veteran an Officer or Enlisted? Officer; Enlisted
- d. Please select the most appropriate category for your request, even if more than one applies: Benefits; Employment; Medical; Retirement; Military Awards/Decorations; Correction of Records; Personal Military History; Genealogy; Decline to Disclose
- e. Please select from the following: Not Applicable (For Benefits Only)
- f. There will be other selections, which will pop-up depending on what category you are requesting
- g. Click "Continue"

Now you are on step 3 Answer these questions:

- a. Name used while in the Military: First Name: Middle Name: Last Name
- b. Social Security Number- (XXX-XX-XXXX)
- c. Date of Birth: (MM/DD/YYYY)
- d. Service Number: (Do Not Enter Any Letters)
- e. Approximate date the veteran left the Service: (MM/YYYY)
- f. Branch of Service: Service Unit: Officer/Enlist: (These will be already filled in)
- g. Place of Birth (City, State)

The Next Screen will be as follows-click a request:

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.

- (select this option) 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.
- (do not select this) 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.

After marking the document requested in the blank box below it you can request other Military Documentation by typing it into this section. It is a good idea for veterans who have never filed a claim with the USDVA to request a complete copy of their Service Medical Records and their Service Personnel Records when filing this initial request. This is especially important for veterans of the Vietnam War.

Then Click Continue.

This is the final Step, which is Step 4

In this widow you will reviews all the information you imputed before transmitting to the National Personnel Records.

After you are satisfied with the data, you have input you will click to print out a signature sheet and a copy for your records. On the signature sheet, it will tell you where to mail the request or to fax it directly to NPRC.

Our recommendation is to Fax it directly to NPRC at 314-801-9049, so you can receive your requested documents quickly. It should take about four to six weeks.

You have now completed your request, which is quick and easy, as well as timely. However if you want to do this the old-fashioned paper route you can print out SF 180 and mail it to the archive if you prefer, the address is below.

NPRC WEB

1 Archives DR

St. Louis, MO 63138-1002