

**REQUEST PERTAINING TO MILITARY RECORDS**

Please read instructions on the reverse. If more space is needed, use plain paper.

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 form. 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. The principal purpose of the information is to assist the facility servicing the records in locating and verifying the correctness of the requested records or information to answer your inquiry. Routine uses of the information as established and published in accordance with 5 U.S.C.a(e)(4)(D)

include the transfer of relevant information to appropriate Federal, State, local, or foreign agencies for use in civil, criminal, or regulatory investigations or prosecution. In addition, this form will be filed with the appropriate military records and may be transferred along with the record to another agency in accordance with the routine uses established by the agency which maintains the record. If the requested information is not provided, it may not be possible to service your inquiry,

**SECTION I-INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)**

1. NAME USED DURING SERVICE (Last, first, and middle)		2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH
5. ACTIVE SERVICE, PAST AND PRESENT (For an effective records search, it is important that ALL service be shown below)				
BRANCH OF SERVICE <i>(Also, show last organization, if known)</i>	DATES OF ACTIVE SERVICE		Check one	
	DATE ENTERED	DATE RELEASED	OFFICER LISTED	ENLISTED
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
6. RESERVE SERVICE, PAST OR PRESENT <i>If "none," check here</i> ▶				
a. BRANCH OF SERVICE	b. DATES OF MEMBERSHIP		c. Check one	
	FROM	TO	OFFICER LISTED	ENLISTED
			<input type="checkbox"/>	<input type="checkbox"/>
7. NATIONAL GUARD MEMBERSHIP (Check one): a. ARMY      b. AIR FORCE      c. NONE				
d. STATE	e. ORGANIZATION	f. DATES OF MEMBERSHIP		g. Check one
		FROM	TO	OFFICER LISTED
				<input type="checkbox"/>
				<input type="checkbox"/>
8. IS SERVICE PERSON DECEASED <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "yes," enter date of death</i>			9. IS(WAS) INDIVIDUAL A MILITARY RETIREE OR FLEET RESERVIST <input type="checkbox"/> YES <input type="checkbox"/> NO	

**SECTION II-REQUEST**

1. EXPLAIN WHAT INFORMATION OR DOCUMENTS YOU NEED, OR, CHECK ITEM 2, OR, COMPLETE ITEM 3			2. IF YOU ONLY NEED A STATEMENT OF SERVICE <i>check here</i> <input type="checkbox"/>	
3. LOST SEPARATION DOCUMENT REPLACEMENT REQUEST  <i>(Complete a or b, and c.)</i>	<input type="checkbox"/> a. REPORT OF SEPARATION (DD Form 214 or equivalent)	YEAR ISSUED	This contains information normally needed to determine eligibility for benefits. It may be furnished only to the veteran, the surviving next of kin, or to a representative with veteran's signed release (item 5 of this form),	
	<input type="checkbox"/> b. DISCHARGE CERTIFICATE	YEAR ISSUED	This shows only the date and character at discharge. It is of little value in determining eligibility or benefits. It may be issued only to veterans discharged honorably or under honorable conditions; or, if deceased, to the surviving spouse.	
	C. EXPLAIN HOW SEPARATION DOCUMENT WAS LOST			
4. EXPLAIN PURPOSE FOR WHICH INFORMATION OR DOCUMENTS ARE NEEDED			6. REQUESTER	
			a. IDENTIFICATION (check appropriate box)	
			<input type="checkbox"/> Same person identified in Section I <input type="checkbox"/> Surviving spouse	
			<input type="checkbox"/> Next of kin (relationship) _____	
			<input type="checkbox"/> Other (specify) _____	
			b. Signature (see instruction 3 on reverse side)	
5. RELEASE Authorization, IF REQUIRED (Read instruction 3 on reverse side)  I hereby authorize release of the requested information/documents to the person indicated at right (Item 7).  VETERAN SIGN HERE _____  <i>(If signed by other than veteran show relationship to veteran.)</i>			7. Please type or print c/early - COMPLETE RETURN ADDRESS	
			Name, number and street, _____	
			city, _____	
			State and _____	
			ZIP code _____	
			TELEPHONE NO. (include area code) ▶ _____	

# INSTRUCTIONS

**1. Information needed to locate records.** Certain identifying information is necessary to determine the location of an individual's record of military service. Please give careful consideration to and answer each item on this form. If you do not have and cannot obtain the information for an item, show "NA" meaning the information is "not available." Include as much of the requested information as you can. This will help us to give you the best possible service.

**2. Charges for service.** A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee you will be notified as soon as that determination is made.

**3. Restrictions on release of information.** Information from records of military personnel is released subject to restrictions imposed by the military departments consistent with the provisions of the Freedom of Information Act of 1967 (as amended in 1974) and the Privacy Act of 1974. A service person has access to almost any information contained in his own record. The next of kin, if the veteran is deceased, and Federal officers for official purposes, are authorized to receive information from a military service or medical record only as specified in the above cited Acts. Other requesters must have the release authorization, in item 5 of the form, signed by the veteran or, if deceased, by the next of kin. Employers

and others needing proof of military service are expected to accept the information shown on documents issued by the Armed Forces at the time a service person is separated,

**4. Location of military personnel records.** The various categories of military personnel records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. For each military service there is a note explaining approximately how long the records are held by the military service before they are transferred to the National Personnel Records Center, St. Louis. Please read these notes carefully and make sure you send your inquiry to the right address. Please note especially that the record is not sent to the National Personnel Records Center as long as the person retains any sort of reserve obligation, whether drilling or non-drilling.

(If the person has two or more periods of service within the same branch, send your request to the office having the record for the last period of service.)

**5. Definitions for abbreviations used below:**

NPRC - National Personnel Records Center      PERS - Personnel Records  
 TDRL - Temporary Disability Retirement List      MED - Medical Records

SERVICE	NOTE: (See paragraph 4 above.)	CATEGORY OF RECORDS —	WHERE TO WRITE ADDRESS CODE	▼
<b>AIR FORCE (USAF)</b>	<i>Except for TDRL and general officers retired with pay, Air Force records are transferred to NPRC from Code 1, 90 days after separation and from Code 2, 150 days after separation.</i>	Active members (includes National Guard on active duty in the Air Force), TDRL, and general officers retired with pay.		1
		Reserve, retired reservist in nonpay status, current National Guard officers not on active duty in Air Force, and National Guard released from active duty in Air Force.		2
		Current National Guard enlisted not on active duty in Air Force.		13
		Discharged, deceased, and retired with pay.		14
<b>COAST GUARD (USCG)</b>	<i>Coast Guard officer and enlisted records are transferred to NPRC 7 months after separation.</i>	Active, reserve, and TDRL members.		3
		Discharged, deceased, and retired members (see next item).		14
		Officers separated before 1/1/29 and enlisted personnel separated before 1/1/15.		6
<b>MARINE CORPS (USMC)</b>	<i>Marine Corps records are transferred to NPRC between 6 and 9 months after separation.</i>	Active, TDRL, and Selected Marine Corps Reserve members.		4
		Individual Ready Reserve and Fleet Marine Corps Reserve members.		5
		Discharged, deceased, and retired members (see next item).		14
		Members separated before 1/1/1905.		6
<b>ARMY (USA)</b>	<i>Army records are transferred to NPRC as follows: Active Army and Individual Ready Reserve Control Groups: About 60 days after separation, U.S. Army Reserve Troop Unit personnel: About 120 to 180 days after separation.</i>	Reserve, living retired members, retired general officers, and active duty records of current National Guard members who performed service in the U.S. Army before 7/1/72.*		7
		Active officers (including National Guard on active duty in the U.S. Army).		8
		Active enlisted (including National Guard on active duty in the U.S. Army) and enlisted TDRL.		9
		Current National Guard officers not on active duty in the U.S. Army.		12
		Current National Guard enlisted not on active duty in the U.S. Army.		13
		Discharged and deceased members (see next item).		14
		Officers separated before 7/1/17 and enlisted separated before 11/1/12.		6
		Officers and warrant officers TDRL,		8
<b>NAVY (USN)</b>	<i>Navy records are transferred to NPRC 6 months after retirement or complete separation.</i>	Active members (including reservists on duty) -PERS and MED		10
		Discharged, deceased, retired (with and without pay) less than six months, TDRL, drilling and nondrilling reservists	PERS ONLY	10
			MED ONLY	11
		Discharged, deceased, retired (with and without pay) more than six months (see next item)- PERS & MED		14
		Officers separated before 1/1/03 and enlisted separated before 1/1/1886 - PERS and MED		6

\*Code 12 applies to active duty records of current National Guard officers who performed service in the U.S. Army after 6/30/72.

Code 13 applies to active duty records of current National Guard enlisted members who performed service in the U.S. Army after 6/30/72.

**ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) -Where to write/ send this form for each category of records**

1	Air Force Manpower and Personnel Center Military personnel Records Division Randolph AFB, TX 78150-6001	5	Marine Corps Reserve Support Center 10950 El Monte Overland Park, KS 66211-1408	8	USA MILPERCEN ATTN: DAPC-MSR 200 Stoval Street Alexandria, VA 22332-0400	12	Army National Guard Personnel Center Columbia Pike Office Building 5600 Columbia Pike Falls Church, VA 22041
2	Air Reserve Personnel Center Denver, CO 80280-5000	6	Military Archives Division National Archives and Records Administration Washington, DC 20408	9	Commander U.S. Army Enlisted Records and Evaluation Center Ft. Benjamin Harrison, IN 46249-5301	13	The Adjutant General (of the appropriate State, DC, or Puerto Rico)
3	Commandant U.S. Coast Guard Washington, DC 20593-0001	7	Commander U.S. Army Reserve Personnel Center ATTN: DARP-PAS 9700 Page Boulevard St. Louis, MO 63132-5200	10	Commander Naval Military Personnel Command ATTN: NMPC-036 Washington, DC 20370-5036	14	National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132
4	Commandant of the Marine Corps (Code MMRB - 10) Headquarters, U.S. Marine Corps Washington, DC 20380-0001			11	Naval Reserve Personnel Center New Orleans, LA 70146-5000		