



How to Request a Copy of a DD Form 214, Report of Separation

Short answer: Print out the form and complete the information for a copy of a DD Form 214 by checking out [Standard Form 180 - Request Pertaining to Military Records](#).

Long Answer: The DD Form 214, Report of Separation, is filed in the Official Military Personnel File. Certain basic information is needed to locate military service records. This information includes the veteran's complete name used while in service, service number or social security number, branch of service, and dates of service.

You may need to download Adobe Acrobat Reader if you do not already it... it is necessary to read the printable form which will need to be completed and mailed to:

**National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132-5100**

Or you may call the National Records Personnel Center telephone information lines:

**Army Reference Branch: (314) 538 - 4122
Air Force Branch: (314) 538 - 4218
Navy Reference Branch: (314) 538 - 4200
Marines Reference Branch: (314) 538 - 4200
Coast Guard: (314) 538 - 4200**

Costs: No fee is "usually" charged for military personnel and health record information provided to veterans, next-of-kin, and authorized representatives. You can write and ask if there are fees, and you will be notified either way.

How Long will it take? Depends. Don't bug them for a response before 90 days have passed, as that request may further delay your original request.

Any Tips? Sure. Patience. Either UPS or Fed-Ex the form to NPRC. Send a pre-paid self-addressed return UPS or Fed-Ex envelope, with a letter stating you need a copy of your DD214 ASAP.

How do I obtain a copy of my military records?

Request Military Records or Information: The [Paper copies of military service and pension records can be ordered by mail from the facility which holds the records. Most records can be found through the National Personnel Records Center](#) in St. Louis, Missouri.

To [obtain a copy of your full records or Report of Separation \(DD214\)**](#), you can do the following:

1. Download the [Standard Form 180](#) on NARA's website.
2. Contact NARA's fax on demand service at (301) 837-0990 and request Document Number 2255 (Standard Form 180).
3. Send your request in a letter to the address below and include: name used while in service, service number or Social Security number, branch of service, and dates of service.

**National Personnel Records Center
Military Personnel Records**

**9700 Page Avenue
St. Louis, MO 63132-5100**

****If you want a Report of Separation (DD214), check the appropriate box in Item #1, Section II of the SF 180. If you want copies of **all** your military records, state your request in the space provided in Item #2, Section II. (It will take longer to process your request if you are asking for copies of all your military records.)**

For additional information on military records, visit NARA's [Military Service Records](#) website.

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