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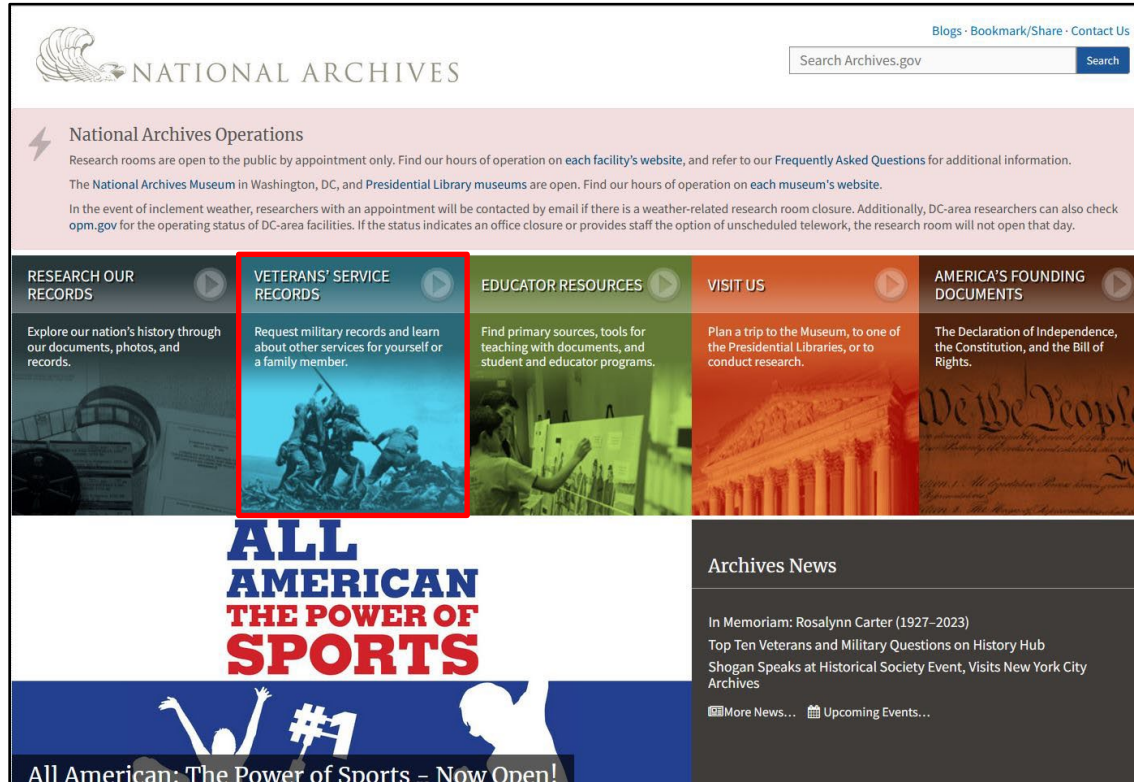


Hip-Pocket Training for Veteran Jobseekers

Order Your DD214

Ordering Military Documents Made Easy

Step 1: Navigate to www.archives.gov and locate the “Veterans Service Records” box then click to launch.



The screenshot shows the National Archives website. At the top is the National Archives logo and a search bar. Below the header is a section titled "National Archives Operations" with a lightning bolt icon. This section contains text about research room operations, hours of operation for the National Archives Museum and Presidential Library museums, and information about weather-related closures and telework options. Below this is a row of five navigation boxes: "RESEARCH OUR RECORDS", "VETERANS' SERVICE RECORDS" (highlighted with a red border), "EDUCATOR RESOURCES", "VISIT US", and "AMERICA'S FOUNDING DOCUMENTS". Each box has a play button icon and a brief description of the service. Below the navigation boxes is a large banner for "ALL AMERICAN THE POWER OF SPORTS" with a "#1" graphic and silhouettes of athletes. To the right of the banner is a section titled "Archives News" with a list of recent news items, including "In Memoriam: Rosalynn Carter (1927–2023)", "Top Ten Veterans and Military Questions on History Hub", and "Shogan Speaks at Historical Society Event, Visits New York City Archives".

NATIONAL ARCHIVES

Blogs · Bookmark/Share · Contact Us

Search Archives.gov Search

National Archives Operations

Research rooms are open to the public by appointment only. Find our hours of operation on [each facility's website](#), and refer to our [Frequently Asked Questions](#) for additional information. The National Archives Museum in Washington, DC, and Presidential Library museums are open. Find our hours of operation on [each museum's website](#).

In the event of inclement weather, researchers with an appointment will be contacted by email if there is a weather-related research room closure. Additionally, DC-area researchers can also check [opm.gov](#) for the operating status of DC-area facilities. If the status indicates an office closure or provides staff the option of unscheduled telework, the research room will not open that day.

RESEARCH OUR RECORDS

Explore our nation's history through our documents, photos, and records.

VETERANS' SERVICE RECORDS

Request military records and learn about other services for yourself or a family member.

EDUCATOR RESOURCES

Find primary sources, tools for teaching with documents, and student and educator programs.

VISIT US

Plan a trip to the Museum, to one of the Presidential Libraries, or to conduct research.

AMERICA'S FOUNDING DOCUMENTS

The Declaration of Independence, the Constitution, and the Bill of Rights.

ALL AMERICAN THE POWER OF SPORTS

#1


All American: The Power of Sports – Now Open!

Archives News

In Memoriam: Rosalynn Carter (1927–2023)
Top Ten Veterans and Military Questions on History Hub
Shogan Speaks at Historical Society Event, Visits New York City Archives

[More News...](#) [Upcoming Events...](#)

Step 2: Locate the “Request Military Service Records” box then select “Request Service Records Online, by Mail or by Fax”.

 NATIONAL ARCHIVES

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Search Archives.gov

Search

RESEARCH OUR RECORDS

VETERANS' SERVICE RECORDS


EDUCATOR RESOURCES

VISIT US


AMERICA'S FOUNDING DOCUMENTS

Veterans' Service Records

Home > Veterans' Service Records


 **Backlog and Response Times at the National Personnel Records Center**
The National Personnel Records Center has released an important notice regarding the backlog and response times.

Request Military Service Records



- **Request Service Records Online, by Mail, or by Fax**
- More ways to get service records
- Request Medical and Health Records
- Check the Status of an Existing Request
- Recently separated veteran?
- Funeral Home Director Information Page

Research Using Military Records



- What's available online?
- Locate older (pre-WW I) military service records
- Using military records for genealogical research
- Other military and veterans records
- Learn about military service records (e.g. DD Form 214)


News and Notices


Natural Disaster Requests


If you have been impacted by a natural disaster and need priority service to replace a Separation Document (usually DD Form 214 or equivalent), place the word **"Natural Disaster"** in the **"Comments"** section of eVetRecs or in the **"Purpose"** section of the Standard Form (SF) 180, Request Pertaining to Military Records.

Need Help?

Online Requests/eVetRecs Problems
Need Immediate Assistance
Military Personnel Records, FAQ (Includes DD 214/Separation Documents, Personnel Records, and/or Medical Records)
More FAQs
Veterans Service Officer (VSO) Information Page

 **Replace Lost Medals and Awards**
Learn how to replace lost medals and awards

 **Browse WWII Photos**
View a sample of our extensive collection of photographs from World War II.

 Find answers to your research questions about **Military Records** at **History Hub** →

Step 3: Locate the “Start Request Online” box, then click to launch.

The screenshot shows the National Archives website's Veterans' Service Records page. At the top, there's a navigation bar with links like 'RESEARCH OUR RECORDS', 'VETERANS' SERVICE RECORDS', 'EDUCATOR RESOURCES', 'VISIT US', and 'AMERICA'S FOUNDING DOCUMENTS'. Below this is a header for 'Veterans' Service Records' with a breadcrumb trail: 'Home > Veterans' Service Records > Military Service Records'. The left sidebar contains a 'Request Service Records' section with links like 'Request Military Service Records', 'eVetRecs Help', and 'Other Methods to Obtain Service Records'. Below that is a 'Military Service Records' section with links like 'About Service Records', 'Correcting Service Records', and 'Medical and Health Records'. The main content area features two informational boxes: one about the Camp Lejeune Justice Act of 2022 and another about backlog and response times at the National Personnel Records Center. Below these is the 'Request Military Service Records' section, which states that recent military service and medical records are not online but can be obtained for free. It lists several types of records available: DD 214/ Separation Documents, Official Military Personnel File (OMPF), Replacement Medals, and Medical and Health Records. A red arrow points to the 'Start Request Online' button in this section. To the right, there's a 'How can I check on the status of my request?' section with a 'Check Request Status' button. The bottom of the page includes a 'Privacy and Security of Veterans Records' link.

NATIONAL ARCHIVES

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Search Archives.gov Search

RESEARCH OUR RECORDS VETERANS' SERVICE RECORDS EDUCATOR RESOURCES VISIT US AMERICA'S FOUNDING DOCUMENTS

Veterans' Service Records

Home > Veterans' Service Records > Military Service Records

Request Service Records

- Request Military Service Records
- eVetRecs Help
- Other Methods to Obtain Service Records
- Special Notice Regarding Requests

Military Service Records

- About Service Records
- Correcting Service Records
- Medical and Health Records
- Locations of Service Records
- Older (pre-WWI) Service Records
- What Records are NOT Available?
- Information for Veterans Service Officer (VSO)
- Information for Congressional Staff

Privacy and Security of Veterans Records

Important Notice Regarding the Camp Lejeune Justice Act of 2022

Supporting Documents are not needed to submit an initial claim under the Camp Lejeune Justice Act of 2022. Please visit the [Navy Judge Advocate General's website](#) for forms and directions for submitting an initial claim.

The Navy Judge Advocate General may request records from claimants at a later date, but not as a part of the initial claim filing.

Backlog and Response Times at the National Personnel Records Center

The National Personnel Records Center has released an important [notice regarding the backlog and response times](#).

Request Military Service Records

Recent military service and medical records are **not online**. However, most veterans and their next of kin can obtain **free copies** of their DD Form 214 (Report of Separation) and the following military service records any of the ways listed below.

Looking for records?

[Start Request Online](#)

- DD 214/ Separation Documents
- Official Military Personnel File (OMPF)
- Replacement Medals
- Medical and Health Records

How can I check on the status of my request?

Allow us time to receive and process your request before checking your request status.

To check the status of your request, please click the following button:

[Check Request Status](#)

You may also telephone the **NPRC Customer Service Line** (this is a long-distance call for most customers): **314-801-0800**. **Note:** Our peak calling

Step 4: Click the “Make a new request” button to start the request.

eVetRecs

Request Veteran Records

Online service records requests

Using this tool you can make a new request for a Veteran's records or check the status of existing request.

Privacy Act of 1974 Compliance Information



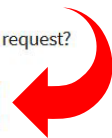
Paperwork Reduction Act Public Burden Statement



Do you want to check the status of previous request, or make a new request?

Check status of existing request

Make a new request



Step 5: Enter *Basic Information* then click “Continue”.

eVetRecs
Request Veteran Records

1 Basic information

2 Service and request details

3 Report of Separation

4 Review and submit

5 Confirmation

Basic Information

[Please be sure to review the instructions before filling in the form.](#)

A fee may be required to process your request. ▾

Does your request pertain to the Camp Lejeune Justice Act of 2022 or the PACT Act? **(*required)**

☐ Yes

☒ No

Are you the veteran or next-of-kin? If not, choose 'Other.'
(*required)

☒ Veteran

☐ Next of Kin of Veteran

☐ Other

Are you seeking information about current or former military service? **(*required)**

☒ Former Military Service

☐ Current Military Service

Continue

Step 6: Enter Veteran Service Details then click “Continue”.

eVetRecs
Request Veteran Records

1 Basic Information Edit

2 Service and request details

3 Report of Separation

4 Review and submit

5 Confirmation

Veteran Service Details

What was your branch of service? (*required)

Note: separate requests are required for each branch the veteran served in

Army

What was your service component? (*required)

Active

Were you an Officer or Enlisted? (*required)

Enlisted

Which of these categories best describes why you're requesting the records? (*required)

If your request applies to multiple categories, please clarify in the Comments box in step 3

Employment

Which of these best fits your request? (*required)

Service Verification

Continue

Step 7: Begin entering *Veteran Information* then scroll down.

eVetRecs

Request Veteran Records

1 Basic information Edit

2 Service and request details Edit

3 Report of Separation

Veteran information

Documents requested

Requester information

4 Review and submit

5 Confirmation

Veteran Information

i

Please provide the full name as it was used during this period of service; otherwise, we may not be able to locate the veteran's record.

If the veteran served under multiple names, please indicate in the Comments section later in the submission process.

Veteran's first name (*required)

Joseph

Veteran's middle name

Quimby

Veteran's last name (*required)

Snuffy

Veteran's Suffix

Veteran's Social Security number

We may be unable to identify a record without this information.

Step 8: Continue entering *Veteran Information* then scroll down.

eVetRecs

Request Veteran Records

1 Basic information Edit

2 Service and request details Edit

3 Report of Separation
Veteran information
Documents requested
Requester information

4 Review and submit

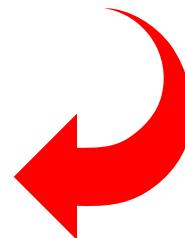
5 Confirmation

Veteran's Social Security number
We may be unable to identify a record without this information.

Veteran's date of birth
We may be unable to identify a record without this information.
Include just the year if full date is unknown, otherwise - leave blank.
Month Day Year

Veteran's place of birth
Please provide city and state/province

Service (or serial) number
Service numbers are 4 to 9 digits and only for service before 1971.



In many cases, the Veteran will not have a service number.

Step 9: Complete entering *Veteran information* the click “Continue”.

eVetRecs
Request Veteran Records

1 Basic Information [Edit](#)

2 Service and request details [Edit](#)

3 Report of Separation
Veteran information
Documents requested
Requester information

4 Review and submit

5 Confirmation

Veteran's place of birth
Please provide city and state/province

Service (or serial) number
Service numbers are 4 to 9 digits and only for service before 1971.

Date the veteran entered the service
We may be unable to identify a record without this information.
Include just the year if full date is unknown, otherwise - leave blank.
Month Year

Date the veteran left the service
We may be unable to identify a record without this information.
Include just the year if full date is unknown, otherwise - leave blank.
Month Year

Continue

[Exit and return to Archives.gov](#)

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Step 10: Enter Documents Requested information then click "Continue".

eVetRecs
Request Veteran Records

1 Basic information Edit

2 Service and request details Edit

3 Report of Separation Edit

Veteran informationDocuments requestedRequester information

4 Review and submit

5 Confirmation

Documents Requested

You are requesting a Report of Separation (DD Form 214 or equivalent). This contains information normally needed to verify military service.

What type of report of separation are you requesting? (*required)

☒ Undeleted

☐ Deleted

Normally will be a copy of the full separation document, including such sensitive information as 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.

Comments
If information or documents other than a Report of Separation are needed, please indicate below. Creating separate requests may cause processing delays.

Please include all administrative and medical documents that may exist in personnel file.

Continue

Exit and return to Archives.gov

Order everything
in the Veterans'
file with these
words.

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Step 11: Begin entering *Requester Information* then scroll down.

eVetRecs

Request Veteran Records

1 Basic information [Edit](#)

2 Service and request details [Edit](#)

3 Report of Separation

Veteran information [Edit](#)

Documents requested [Edit](#)

Requester information

4 Review and submit

5 Confirmation

Requester information

Requester first name (*required)

Joseph

Requester last name (*required)

Snuffy

Company name

Step 12: Continue to enter *Mailing Address* then scroll down.

eVetRecs

Request Veteran Records

1 Basic information Edit

2 Service and request details Edit

3 **Report of Separation**
Veteran information Edit
Documents requested Edit
Requester information

4 Review and submit

5 Confirmation

Mailing address

Country (*required)
United States

Street address (*required)
Include Apt/Suite #
123 Anystreet Street

City (*required)
Anytown

State (*required)
Oregon

ZIP code (*required)
90000

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Step 14: Review all information thoroughly to ensure accuracy then scroll down.

e/etRecs
Request Veteran Records

1 Basic information [Edit](#)

2 Service and request details [Edit](#)

3 Report of Separation
Veteran information [Edit](#)
Documents requested [Edit](#)
Requester information [Edit](#)

4 **Review and submit**

5 Confirmation

Review and submit

Please review the information you have entered. If you wish to change something, use the Edit links on the left to go back to a particular step. Retain this information, you may need it to download your response document(s).

Request Information

Requested by	Veteran
Relationship to Veteran	Self
Military service status	Former Military Service
Request regarding	Employment
Request category	Service Verification
Requester name	Joseph Snuffy
Company	
Requester address	123 Anystreet Street Anytown, OR 90000
Requester phone	123-456-7890
Requester fax	
Requester email	jcsnuffy@notional.com
Comments	Please include all administrative and medical documents that may exist in personnel file.
Authorization documentation	Not Applicable

Veteran Information

Veteran name	Joseph Quimby Snuffy
Branch of service	Army
Service component	Active
Officer or enlisted	Enlisted
Date of birth	1/1/1970
Place of birth	Anytown, Oregon
Date entered service	1/1989
Discharge date	1/1999
Social Security number	
Service number	
Deceased date	
Burial date	

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Step 15: Sign the request with an electronic signature and then click “Submit Request”.

eVetRecs

Request Veteran Records

1 Basic information

2 Service and request details

3 Report of Separation

4 Review and submit

5 Confirmation

Edit

Edit

Veteran information

Documents requested

Requester information

Edit

Edit

Edit


Electronic signature

My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See section 1001 of title 18, United States Code). By typing my name in the box below I am also explicitly declaring that my identity and relationship with this veteran have been truthfully presented. Fraudulent authorizations will be referred to NARA's Office of Inspector General for investigation and criminal prosecution.

Type your name (Format: Firstname Lastname) to sign this request and agree to the above terms (**required**)

Joseph Snuffy

✓ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Submit Request

Exit and return to Archives.gov

Step 16: Congratulations! You have just ordered all of your vital Military documents and records!

eVetRecs

Request Veteran Records

Success!!!

Service Request has been created successfully.

Your Service Request Number: **2-28837260065**

Be sure to monitor your spam and junk folders for emails from **@nara.gov**.

[Return to Home Page](#)

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Questions? Please contact...

Paul M. Messett
Veterans Employment Representative
541-388-6455
paul.m.messett@employ.oregon.gov

For more information
regarding:

Cover Letters
Resumes
Apprenticeships
Online resources
Interviews
And more...

please visit [the 541VETS
playlist on youtube.com.](#)

Our support for Veterans
does not begin or end at
the front door.

Stevens Amendment acknowledgement

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