How to request records from the U.S. National Archives

(For personnel records)

A Short Walkthrough Guide

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Click the link below to get started:

https://www.archives.gov/veterans/military-service-records

Looking for ship records instead?

Search NARA's online catalogue to see what Navy ship's documents are already available: https://catalog.archives.gov/search-within/4697018



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

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.



- Burials and Emergency Requests
- Natural Disaster Requests

If you are unable to start the form online and prefer to submit a traditional request form, you can mail or Fax it:

Mail or Fax Form

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 times are weekdays between 10:00 a.m. CT and 3:00 p.m. CT. Staff is available to take your call as early as 7:00 a.m. and as late as 5:00 p.m. CT.

*Please see our Privacy Statement

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.

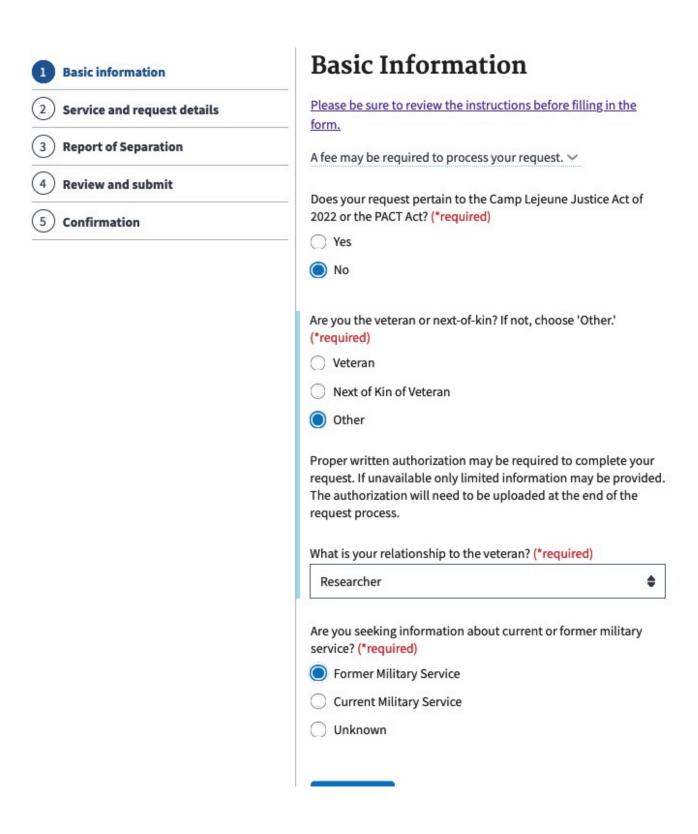


Do you want to check the status of previous request, or make a new request?

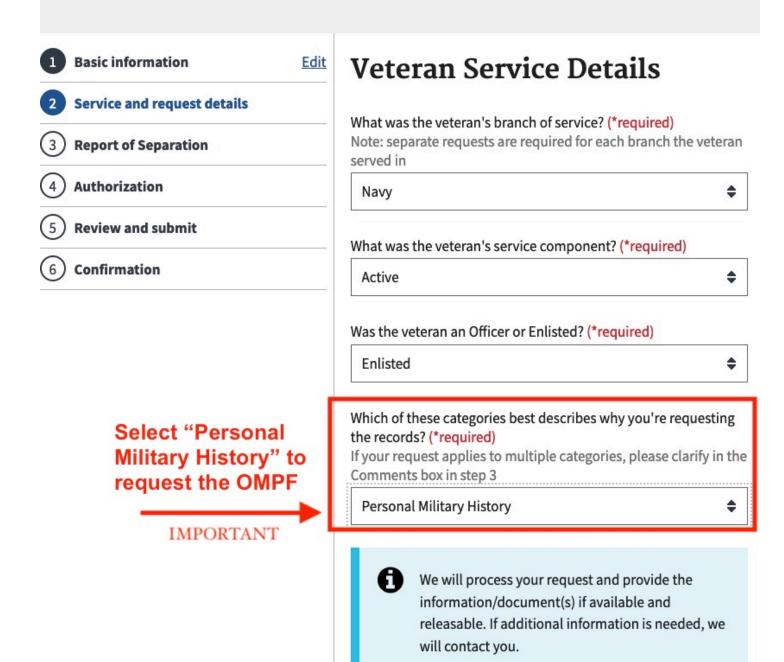
Check status of existing request

Make a new request

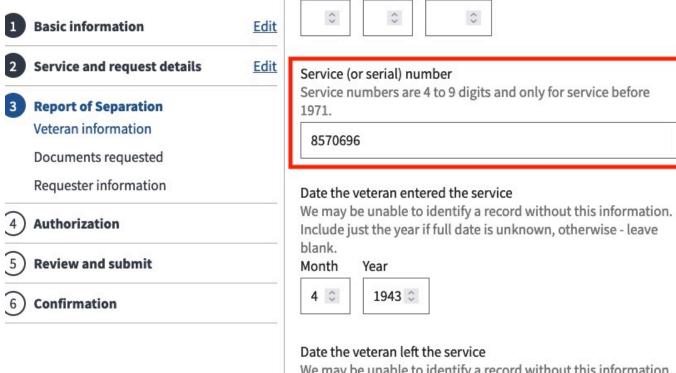
Create a new request



Request Veteran Records



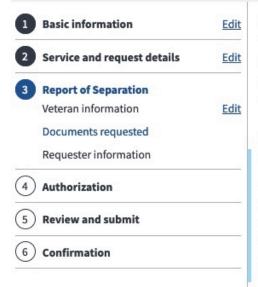
Request Veteran Records



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



Request Veteran Records



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)



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.

Deleted

IMPORTANT

COPY THIS FORMAT FOR YOUR REQUESTS

In the comments, restate that you are requesting the veteran's entire personal military history file, and then provide a summary of all details you can. This helps the NARA Techs locate the veteran.

Comments

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

REQUESTING ANY AND ALL RECORDS IN VETERANS
PERSONNEL FILE. Veteran details are as follows -- John
Frank NIZNER enlisted in the US Navy during World War II
on April 15, 1943 at Canton, Ohio. His service number was
857-06-96. NIZNER reported aboard USS LCI 65 on March
14, 1944. By December 31, 1944, NIZNER had achieved the
rating of Gunner's Mate 2nd Class (GM2c). All official Navy
supporting documents listed above are attached to this
request in a single PDF file.

Continue

Exit and return to Archives.gov

eVetRecs Request Veteran Records

You are the "Requester" Your info goes here \

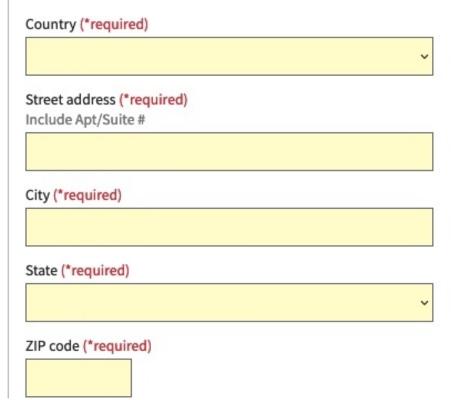
1	Basic information	Edit
2	Service and request details	<u>Edit</u>
3	Report of Separation	
	Veteran information	<u>Edit</u>
	Documents requested	Edit
	Requester information	
4	Authorization	
5	Review and submit	
6	Confirmation	

Requester information

Mailing address

Requester first name (*requ	uired)
Requester last name (*requ	iired)
Company name	
Company name	

This is the address NARA will send your records to



Request Veteran Records

1	Basic information	Edit
2	Service and request details	<u>Edit</u>
3	Report of Separation	
	Veteran information	<u>Edit</u>
	Documents requested	Edit
	Requester information	<u>Edit</u>
4	Authorization	
5	Review and submit	
6	Confirmation	

Upload authorization

You selected Other as relationship to Veteran, therefore, proper authorization may be required. Without the Authorization Signature of the veteran, next-of-kin of deceased veteran, veteran's legal guardian, authorized government agent, or other authorized representative, only limited information can be released unless the request is archival. No signature is required if the request is for archival records.

File types allowed: PDF Max file size: 5MB

See attached PDF I created

Authorization documentation	
John Nizner_NARA Docs_ALL.PDF	<u>Delete file</u>
Obituary Link Please copy and paste the link here	

Continue

Exit and return to Archives.gov

Request Veteran Records

Ð	Basic information	Edit
2	Service and request details	Edit
3	Report of Separation	2000
	Veteran information	Edit
	Documents requested	Edit
	Requester information	Edit
4	Authorization	Edit
5	Review and submit	
6	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

Decumented by	Other
Requested by	Other
Relationship to Veteran	Researcher
Military service status	Former Military Service
Request regarding	Personal Military History
Request category	Not Applicable
Requester name	3
Company	
Requester address	
Requester phone	
Requester fax	
Requester email	
Comments	REQUESTING ANY AND ALL RECORDS IN VETERANS

PERSONNEL FILE. Veteran details are as follows -- John Frank NIZNER enlisted in the US Navy during World War II on April 15, 1943 at Canton, Ohio. His service number was 857-06-96. NIZNER reported aboard USS LCI 65 on March 14, 1944. By December 31, 1944, NIZNER had achieved the rating of Gunner's Mate 2nd Class (GM2c). All official Navy supporting documents listed above are attached to

this request in a single PDF

Authorization	John Nizner_NARA
documentation	Docs_ALL.PDF

Veteran Information

Veteran name	John Frank Nizner
Branch of service	Navy
Service component	Active
Officer or enlisted	Enlisted
Date of birth	
Place of birth	
Date entered service	4/1943
Discharge date	
Social Security number	
Service number	008570696
Deceased date	
Burial date	

eVetRecs
Request Veteran Records

Success!!!

Service Request has been created successfully. Your Service Request Number: **2-30159206625**

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

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