

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>



Veterans' Service Records

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Request Service Records

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Military Service Records

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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.

Looking for records?

[Start Request Online](#)

Click here to start your request

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

DO NOT CLICK ANY OF THESE 4 OPTIONS

- [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.

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

Create a new request

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

Proper written authorization may be required to complete your request. If unavailable only limited information may be provided. The authorization will need to be uploaded at the end of the request process.

What is your relationship to the veteran? **(*required)**

Researcher 

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

- Former Military Service
- Current Military Service
- Unknown

- 1** Basic information [Edit](#)
- 2** Service and request details
- 3** Report of Separation
- 4** Authorization
- 5** Review and submit
- 6** Confirmation

Veteran Service Details

What was the veteran's branch of service? **(*required)**

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

Navy

What was the veteran's service component? **(*required)**

Active

Was the veteran an Officer or Enlisted? **(*required)**

Enlisted

Select "Personal Military History" to request the OMPF



IMPORTANT

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

Personal Military History



We will process your request and provide the information/document(s) if available and releasable. If additional information is needed, we will contact you.

Request Veteran Records

1 **Basic information** [Edit](#)

2 **Service and request details** [Edit](#)

3 **Report of Separation**

Veteran information

Documents requested

Requester information

4 **Authorization**

5 **Review and submit**

6 **Confirmation**

Service (or serial) number

Service numbers are 4 to 9 digits and only for service before 1971.

8570696

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

4

1943

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](#)

- 1 Basic information [Edit](#)
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- 3 **Report of Separation** [Edit](#)
 - Veteran information
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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.

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

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

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](#)

You are the "Requester"
Your info goes here



- 1 **Basic information** [Edit](#)
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- 3 **Report of Separation**
 - Veteran information [Edit](#)
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 - Requester information
- 4 **Authorization**
- 5 **Review and submit**
- 6 **Confirmation**

Requester information

Requester first name (*required)

Requester last name (*required)

Company name

Mailing address

Country (*required)

Street address (*required)


Include Apt/Suite #

City (*required)

State (*required)

ZIP code (*required)

**This is the address
NARA will send your
records to**



Request Veteran Records

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- 4 **Authorization**
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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

[Delete file](#)

Obituary Link

Please copy and paste the link here

[Continue](#)

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

- 1 Basic information** [Edit](#)
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- 3 Report of Separation**
 - [Veteran information](#) [Edit](#)
 - [Documents requested](#) [Edit](#)
 - [Requester information](#) [Edit](#)
- 4 Authorization** [Edit](#)
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- 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

Requested by	Other
Relationship to Veteran	Researcher
Military service status	Former Military Service
Request regarding	Personal Military History
Request category	Not Applicable
Requester name	
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 file.
Authorization documentation	John Nizner_NARA 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	

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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