

Request for Military Record SF-180 FAQ

1. *What is National Personnel Records Center?*

- The National Archives' National Personnel Records Center (NPRC) stores records of individual military service pertaining to former service members who no longer have a service obligation. Included are records of veterans who are completely discharged (with no remaining reserve commitment), or who are retired or have died. Records are usually transferred to NPRC within six months after these events. NPRC does not have records of members who are still in the active or inactive reserves or in the National Guard. The records of each military service department on file at NPRC are listed under Location of Military Service Records.

2. *What information is show in a service member separation documents?*

- Date and place of entry into active duty
- Home address at time of entry
- Date and place of release from active duty
- Home address after separation
- Last duty assignment and rank
- Military job specialty
- Military education
- Decorations, medals, badges, citations, and campaign awards
- Total creditable service
- Foreign service credited
- Separation information (type of separation, character of service, authority and reason for separation, separation and reenlistment eligibility codes)
- The report of separation form issued in most recent years is the DD Form 214, Certificate of Release or Discharge from Active Duty. Before January 1, 1950, several similar forms were used by the military services, including the WD AGO 53, WD AGO 55, WD AGO 53-55, NAVPERS 553, NAVMC 78PD, and the NAVCG 553.

3. *Who may request military service records?*

- You may request military service records (including DD 214) if you are:
 - A military veteran, or
 - Next of kin of a deceased, former member of the military.
 - The next of kin can be any of the following:
 - Surviving spouse who has not remarried
 - Father
 - Mother
 - Son
 - Daughter
 - Sister
 - Brother

4. *What information do I need for the request?*

- Your request must contain certain basic information for NPRC to locate your service records.

This information includes:

- The veteran's complete name used while in service
- Service number
- Social Security number
- Branch of service
- Dates of service
- Date and place of birth (especially if the service number is not known).
- If you suspect your records may have been involved in the 1973 fire, also include:
 - Place of discharge
 - Last unit of assignment
 - Place of entry into the service, if known.
- All requests must be **signed** and **dated** by the veteran or next of kin.
- **If you are the next of kin of a deceased veteran**, you must provide proof of death of the veteran such as a copy of death certificate, letter from funeral home, or published obituary.

5. *Where do I send my request?*

- You can mail or fax your **signed** and **dated** request to the National Archives' National Personnel Record Center (NPRC). Be sure to use the address specified (either in the instructions on the [SF-180](#) or in our online system, [eVetRecs](#)). Most, but not all records, are stored at the NPRC. (See full list [of Locations of Military Service Records](#).)

- **NPRC Fax Number :**

FAX: 314-801-9195

- **NPRC Mailing Address:**

National Personnel Records Center

Military Personnel Records

1 Archives Drive

St. Louis, MO 63138

PHONE: 314-801-0800*

***Due to our current operating constraints, NPRC's Customer Service Line is unstaffed and cannot respond to your calls. For more information, see NPRC's operating status.**

- Please note that requests which are sent by Priority Mail, FedEx, UPS, or other "express" services will only arrive at the NPRC sooner. They will not be processed any faster than standard requests. See the section above on emergency requests and deadlines.

6. *How can I check on the status of my request?*

- Allow about 10 days for NPRC to receive and process your request, then you may check on the status. If you know your request number, click, [Check Status](#) to go to the check status page.

7. *For additional information about Request for Military Record SF-180, please follow link below.*

- [National Archives NPRC](#)