

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF 180), is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available". Include as much of the requested information as you can. Incomplete information may delay response time. To determine where to mail this request, see Page 2 of the SF 180 for record locations and facility addresses. Medical information may be withheld from a patient if determined that the information would be detrimental to the patient's physical or mental health or would likely cause the patient to harm himself/herself/themselves or someone else.

2. Personnel Records/Military Human Resource Records/Official Military Personnel File (OMPF) and Medical Records/Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service **LESS THAN 62 YEARS AGO** and medical records are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STRs of persons on active duty are generally kept at the local servicing clinic. After the last day of active duty, STRs should be requested from the appropriate address on page 2 of the SF 180 (See item 3, Archival Records, if the military member was discharged, retired or died in service more than 62 years ago).

a. Release of information: Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations, the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's authorized legal recipient has access to almost any information contained in that member's own record. The authorization signature of the service member or the member's authorized legal recipient is needed in Section III of the SF 180. Others requesting information from military personnel records and/or STRs must have the release authorization in Section III of the SF 180 signed by the member or authorized legal recipient. If the appropriate signature cannot be obtained, only limited types of information can be provided (DoD 6025.18-R C8). If the former member is deceased, the surviving next-of-kin (NOK) may be entitled to greater access to a deceased veteran's records than a member of the general public (DoD 6025.18-R C6.2.1.2). The NOK may be any of the following: unmarried/surviving spouse, father, mother, son, daughter, sister, or brother.

Requesters MUST provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death, funeral director's signed statement of death, verdict of coroner's jury, or DD Form 1300 – Casualty Report.

b. Fees for records: There is no charge for most services provided to service members or next-of-kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances, service fees cannot be determined in advance. If your request involves a service fee, you will receive an invoice with your records.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service **62 OR MORE YEARS AGO** have been transferred to the legal custody of NARA and are referred to as "archival records".

a. Release of Information: Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next-of-kin is not required. In order to protect the privacy of the veteran, their family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and may preclude the release of some information.

b. Fees for Archival Records: Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). If a fee applies to the copies of documents in the requested record, you will receive an invoice. Copies will be sent after payment is made. For more information, see <https://www.archives.gov/st-louis/archival-programs/military-personnel-archival/ompf-archival-requests.html>.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester. If the designated address is NOT registered to the addressee by the U.S. Postal Service (USPS), provide BOTH the addressee's name AND "in care of" (c/o) the name of the person to whom the address is registered on the NAME line in Section III, item 3, on page 1 of the SF 180. The COMPLETE address must be provided, INCLUDING any apartment/suite/unit/lot/space/etc. number. NOTE: If a veteran/dependent desires to send his/her/their medical record(s) to a third party, he/she/they must fill out a DD Form 2870 authorizing the releasing agency to release the record(s) and the time frame of the authorization. The form may be downloaded using most commercial web search tools by entering "DD Form 2870" as a search term.

5. Definitions and abbreviations. DISCHARGED - the individual has no current military status; SERVICE TREATMENT RECORD (STR) - the chronology of medical, mental health, and dental care received by service members during their military career (does not include records of treatment while hospitalized); TDRL – Temporary Disability Retired List.

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by email from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he/she/they served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (MP), 8601 Adelphi Road, College Park, MD 20740-6001. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE APPROPRIATE ADDRESS LISTED ON PAGE 2 OF THE SF 180.**

REQUEST PERTAINING TO MILITARY RECORDS

Requests can be submitted online using eVetRecs at <https://www.archives.gov/veterans/military-service-records>

To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. PLEASE PRINT LEGIBLY OR TYPE BELOW.

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much information as possible.)

| | | | |
|--|----------------------|------------------|-------------------|
| 1. NAME USED DURING SERVICE (last, first, full middle) | 2. SOCIAL SECURITY # | 3. DATE OF BIRTH | 4. PLACE OF BIRTH |
|--|----------------------|------------------|-------------------|

| 5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that ALL service be shown below.) | | | | | | | |
|--|-------------------|--------------|---------------|--------------------------|--------------------------|-------------------------------|------------------|
| COMPONENT | BRANCH OF SERVICE | DATE ENTERED | DATE RELEASED | OFFICER | ENLISTED | SERVICE # | DOD ID / EDIPI # |
| | | | | | | (If unknown, write "unknown") | |
| a. ACTIVE | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| b. RESERVE | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| c. NATIONAL GUARD | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |

6. PLEASE LIST LAST DUTY STATION(S) _____

7. IS THIS PERSON DECEASED? NO YES - MUST provide date of death if veteran is deceased: _____

8. DID THIS PERSON RETIRE FROM MILITARY SERVICE? NO YES

9. HAS THIS PERSON FILED A CLAIM WITH THE VA? NO YES - if known, please provide VA Claim/File # _____

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU ARE REQUESTING:

DD Form 214 or equivalent: Year(s) in which form(s) issued to veteran (Date of Separation): _____
 This form contains information used to verify military service. An UNDELETED DD Form 214 is ordinarily required to determine eligibility for benefits. If you request a DELETED copy, the following items will be blacked out: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and, for separations after June 30, 1979, character of separation and dates of time lost. Please note - recent veterans may be able to request a DD Form 214 through milConnect by visiting: <https://www.va.gov/records/get-military-service-records>
 An UNDELETED copy will be sent UNLESS YOU SPECIFY A DELETED COPY by checking this box: I want a DELETED copy.

Official Military Personnel File (OMPF): The OMPF may include duty stations and assignments, training and qualifications, awards and decorations received, disciplinary actions, administrative remarks, enlistment and/or discharge information (including DD Form 214, Report of Separation, or equivalent), and other personnel actions. Detailed information about the veteran's participation in battles and their military engagements is NOT contained in the record.

Medical Records: Includes health (outpatient), extended ambulatory, and dental records. If inpatient/hospitalization records are requested, please specify below.
 I request inpatient/hospitalization records from _____ (facility), last treated in _____ (year). (NOTE: Fields are required)
 If available, you may receive copies of inpatient narrative summaries, operative reports, discharge summaries, etc. contained in the record.

Dental Records: Please check this box if ONLY dental records are needed from the medical record.

Other (Please Specify): _____

2. PURPOSE: (Required unless the request is from the veteran, government agencies under routine use, or for information releasable under FOIA. In all cases, it may help to provide the best possible response and ensure a faster reply.)

Benefits (explain) Employment VA Loan Programs Medical Genealogy Correction Personal Other (explain)

Explain here: _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER NAME: _____ 2. RELATIONSHIP TO VETERAN: _____

3. I am the MILITARY SERVICE MEMBER OR VETERAN identified in Section I, above.
 I am the DECEASED VETERAN'S NEXT-OF-KIN (MUST submit Proof of Death. See item 2a on instruction sheet.)

I am the VETERAN'S LEGAL GUARDIAN (MUST submit copy of Court Appointment) or AUTHORIZED REPRESENTATIVE (MUST submit copy of Authorization Letter or Power of Attorney)

OTHER (Specify): _____

4. SEND INFORMATION/DOCUMENTS TO:
 (Please print or type. See item 4 on accompanying instructions.)

Name _____

Street Address _____ Apt. # _____

City _____ State _____ ZIP Code _____

Daytime Phone _____ Fax Number _____

Email Address _____

5. AUTHORIZATION SIGNATURE: I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section 3 is true and correct and that I authorize the release of the requested information. (See items 2a or 3a on the accompanying instructions sheet. 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.)

Signature Required - Do not print _____ Date _____

* This form is available at <https://www.archives.gov/veterans/military-service-records/standard-form-180.html> on the National Archives and Records Administration (NARA) website. *

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

| BRANCH | CURRENT STATUS OF SERVICE MEMBER | Personnel Record | Medical or Service Treatment Record |
|---|--|------------------|-------------------------------------|
| AIR FORCE | Discharged, deceased, or retired before 5/1/1994 | 14 | 14 |
| | Discharged, deceased, or retired 5/1/1994 – 9/30/2004 | 14 | 11 |
| | Discharged, deceased, or retired 10/1/2004 – 12/31/2013 | 1 | 11 |
| | Discharged, deceased, or retired on or after 1/1/2014 | 1 | 13 |
| | Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay | 1 | |
| | Reserve, IRR, Retired Reserve in non-pay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force | 2 | |
| | Current National Guard enlisted not on active duty in the Air Force | 2 | 13 |
| COAST GUARD | Discharged, deceased, or retired before 1/1/1898 | 6 | |
| | Discharged, deceased, or retired 1/1/1898 – 3/31/1998 | 14 | 14 |
| | Discharged, deceased, or retired 4/1/1998 – 9/30/2006 | 14 | 11 |
| | Discharged, deceased, or retired 10/1/2006 – 9/30/2013 | 3 | 11 |
| | Discharged, deceased, or retired on or after 10/1/2013 | 3 | 14 |
| | Active, Reserve, Individual Ready Reserve or TDRL | 3 | |
| MARINE CORPS | Discharged, deceased, or retired before 1/1/1895 | 6 | |
| | Discharged, deceased, or retired 1/1/1895 – 12/31/1904 | 15 | 14 |
| | Discharged, deceased, or retired 1/1/1905 – 4/30/1994 | 14 | 14 |
| | Discharged, deceased, or retired 5/1/1994 – 12/31/1998 | 14 | 11 |
| | Discharged, deceased, or retired 1/1/1999 – 12/31/2013 | 4 | 11 |
| | Discharged, deceased, or retired on or after 1/1/2014 | 4 | 8 |
| | Individual Ready Reserve | 5 | |
| Active, Selected Marine Corps Reserve, TDRL | 4 | | |
| ARMY | Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer) | 6 | |
| | Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer) | 14 | |
| | Discharged, deceased, or retired 10/16/1992 – 9/30/2002 | 14 | 11 |
| | Discharged, deceased, or retired (including TDRL) 10/1/2002 – 12/31/2013 | 7 | 11 |
| | Discharged, deceased, or retired (including TDRL) on or after 1/1/2014 | 7 | 9 |
| | Current Soldier (Active, Reserve (including Individual Ready Reserve) or National Guard) | 7 | |
| NAVY | Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer) | 6 | |
| | Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer) | 14 | 14 |
| | Discharged, deceased, or retired 1/31/1994 – 12/31/1994 | 14 | 11 |
| | Discharged, deceased, or retired 1/1/1995 – 12/31/2013 | 10 | 11 |
| | Discharged, deceased, or retired on or after 1/1/2014 | 10 | 8 |
| | Active, Reserve, or TDRL | 10 | |
| PHS | Public Health Service - Commissioned Corps officers only | 12 | |

ADDRESS LIST OF CUSTODIANS and SELF-SERVICE WEBSITES (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

| | | | | | |
|---|---|----|--|----|---|
| 1 | HQ AF Personnel Center HQ AFPC/DPSOR ATTN: Military Personnel Records Custodian 550 C Street West JBSA-Randolph, TX 78150-4721 https://milconnect.dmdc.osd.mil/milconnect | 6 | National Archives & Records Administration Research Services (RDT1R) 700 Pennsylvania Avenue NW Washington, DC 20408-0001 | 11 | Department of Veterans Affairs ATTN: Release of Information Claims Intake Center P.O. Box 4444 Janesville, WI 53547-4444 Fax: 844-531-7818 https://www.va.gov |
| 2 | HQ ARPC/DPTSC 18420 E Silver Creek Ave, MS 68 Buckley SFB, CO 80011 arpc.milrecs.3rdparty@us.af.mil https://milconnect.dmdc.osd.mil/milconnect | 7 | US Army Human Resources Command's web page: https://www.hrc.army.mil/content/1113 1-888-ARMYHRC (1-888-276-9472) https://milconnect.dmdc.osd.mil/milconnect | 12 | Commissioned Corps Headquarters Division of Business Operations and Management Administrative Services Branch ATTN: PHS CCHQ Records Management Team 1101 Wootton Parkway, Suite 300 Rockville, MD 20852 PHSCCHQRecordsManagementRequest@hhs.gov |
| 3 | USCG Personnel Service Center Coast Guard Military Human Resource Record (CGMHRR) Section https://ipermis.mymilrecord.uscg.mil Send questions to: HQS-SMB-CGPSC-MR-CustomerService@uscg.mil | 8 | Navy Medicine Records Activity (NMRA) BUMED Detachment - St. Louis Robert A. Young Federal Building 1222 Spruce St., Room 9.308 St. Louis, MO 63103 https://www.med.navy.mil/Navy-Medicine-Records-Activity | 13 | AF STR Processing Center ATTN: Release of Information 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217 |
| 4 | Headquarters, U.S. Marine Corps Manpower Management Performance Branch (MMPB-21) 2008 Elliot Road Quantico, VA 22134-5030 SMB.MANPOWER.MMRP-10@usmc.mil https://milconnect.dmdc.osd.mil/milconnect | 9 | AMEDD Army Record Processing Center 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217 Fax Number: 210-201-8310 | 14 | National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138-1002 https://www.archives.gov/veterans/military-service-records |
| 5 | Marine Corps Forces Reserve 2000 Opelousas Avenue New Orleans, LA 70114 https://milconnect.dmdc.osd.mil/milconnect | 10 | Navy Personnel Command Records Management Policy Branch (PERS-313) 5720 Integrity Drive Millington, TN 38055-3130 https://milconnect.dmdc.osd.mil/milconnect | 15 | National Archives & Records Administration National Archives - St. Louis ATTN: RRPOR P.O. Box 38757 St. Louis, MO 63138-0757 stl.archives@nara.gov |

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Request Military Personnel Records Using Standard Form 180

Requesters can use the online ordering form at vetrecs.archives.gov (or use the SF-180).

Order copies of
WWI Draft
Registration Cards
online.

1. How to Obtain Standard Form 180 (SF-180) to Request Military Service Records

There are several ways to obtain an SF-180. You can:

a. **Download and print a copy of the SF-180 in PDF format.**

- You need access to a printer and the Adobe Acrobat Reader software (see link below). The form is a total of 3 pages.
- The SF-180 is formatted for letter size paper (8.5" x 11"). If your printer cannot accommodate this, select "*shrink to fit*" when the Adobe Acrobat Reader "*Print*" dialog box appears.
- This is also a fillable version of the SF-180. It will allow you to type the needed information into the form using your keyboard. **You will still need to print, sign and mail the form.** Otherwise, it works the same as stated above.

Please Note: While Section II, Item 1 of the Standard Form 180 outlines multiple types of records that may be available to the requester, **the DD Form 214 is the most common document necessary to obtain most veteran's benefits.**

Where to Return the Form:

- Review the tables on page 3 of SF-180 to identify the correct location of the record you need (based on branch of service, dates of separation, and type of record) send the completed form to the address identified on the table

b. **Contact us to order the form through the mail**

National Personnel Records Center

1 Archives Drive

St. Louis, Missouri 63138

Other Ways to Obtain the SF-180:

- From the Department of Defense
- From Federal Information Centers
- From local Department of Veterans Affairs offices
- From veterans service organizations

The SF-180 may be photocopied as needed. Please submit a separate SF-180 for each individual whose records are being requested.

2. Write a Letter to Request Records

If you are not able to obtain a SF-180, you may still submit a request for military records. Requests must contain enough information to allow us to identify the record from among the more than 70 million on file at the National Personnel Records Center (NPRC). For example, if you are requesting an Official Military Personnel File (OMPF), please include as much of the following information as possible:

- The veteran's complete name used while in service
- Service number or Social Security Number
- Branch of service
- Dates of service
- Date and place of birth may also be helpful, especially if the service number is not known
- If the request pertains to a record that 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.

Please submit a separate request (either SF-180 or letter) for each individual whose records are being requested.

Please Note: Next-of-kin (*the un-remarried widow or widower, son, daughter, father, mother, brother or sister of the deceased veteran*) must provide proof of death of the veteran, such as a copy of the death certificate, a letter from the funeral home or a published obituary.

Additional information is required if you are requesting clinical or medical treatment records (see Federal Records).

How to Submit Requests:

Federal law [5 U.S.C. 552a(b)] requires that **all written requests for Federal (non-archival) records and information be signed (in cursive) and dated (within the last year).**

You may submit more than one request per envelope or fax, but please submit a separate request (either SF-180 or letter) for each individual whose records are being requested.

Please Note: While Section II, Item 1 of the Standard Form 180 outlines multiple types of records that may be available to the requester, **the DD Form 214 is the most common document necessary to obtain most veteran's benefits.**

- **Mail a letter or Standard Form (SF) 180, Request Pertaining to Military Records to:**

National Personnel Records Center
1 Archives Drive
St. Louis, MO 63138

- **Fax a letter or Standard Form 180 to:** 314-801-9195

The Center will most commonly provide a response electronically (if an email is provided) or in writing by U.S. Mail.

WHAT IS THE DIFFERENCE BETWEEN FEDERAL AND ARCHIVAL RECORDS? [Learn more](#)

Order Processing Time:

Response time for records requested from the National Personnel Records Center (NPRC) varies and is dependent upon the complexity of your request, the availability of records, and our workload.

Please do not send a follow-up request before 90 days have elapsed, as it may cause further delays.

While NPRC works actively to respond to each request in a timely fashion, the Center receives approximately 4,000 - 5,000 requests per day. However, requests that involve reconstruction efforts due to the 1973 Fire, or older records which require extensive search efforts, may take longer to complete.

Emergency Requests:

If your request is urgent (e.g. upcoming surgery, funeral, etc.), select Emergency Request in the Veteran Service Details section of eVetRecs. Alternatively, you may specify the emergency in the "Purpose" section of the SF-180 and fax it to our Customer Service Team at 314-801-0764.

Please contact our customer service staff at 314-801-0800 if you have questions. Due to the large number of calls we receive at this number, hold times are often long. However, once you reach a technician they will be happy to assist you with emergency service.

If your burial request involves interment at a Department of Veterans Affairs National Cemetery, contact the National Cemetery Scheduling Office at 800-535-1117 or visit their website. We work directly with the Veterans Affairs staff to obtain records to verify service for burial benefits. If the veteran is not going to be interred at a National Cemetery, the requester may fax the SF-180 (including signature of the next of kin and proof of death) to the Customer Service Team at 314-801-0764.

NOTE: The 1973 Fire at the National Personnel Records Center damaged or destroyed 16-18 million Army and Air Force records that documented the service history of former military personnel discharged from 1912-1964. Although the information in many of these primary source records was either badly damaged or completely destroyed, often alternate record sources can be used to reconstruct the service of the veterans impacted by the fire. Sometimes we are able to reconstruct the service promptly using alternate records that are in our holdings, but other times we must request information from other external agencies for use in records reconstruction. In some instances, therefore, requests that involve reconstruction efforts may take longer to complete.

The U.S. National Archives and Records Administration

1-86-NARA-NARA or 1-866-272-6272

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