

# Veterans: How to Apply for DD-214 Papers



**Jefferson Center**  
for mental health

## National Personnel Records Center (NPRC)

314-801-0800

<http://vetrecs.archives.gov/>

- You may use this system if you are a military veteran or the next of kin of a deceased, former member of the military (surviving spouse that has not remarried, father, mother, son, daughter, sister, brother).
- Information needed:
  - Veteran's complete name used while in service
  - Service number (most likely your Social Security number)
  - Social Security number
  - Branch of service
  - Dates of Service
  - Date and place of birth
  - 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: death cert, letter from funeral home, published obituary)
  - The purpose or reason for the request
  - Any deadlines related to the request
- Complete the form online, then print and sign the form. Fax it to 314-801-9195 or mail to:  
National Personnel Records Center  
Military Personnel Records  
1 Archives Drive  
St. Louis, Missouri, 63138
- May take several weeks to months to process your DD-214.

## Touchstone Research Group

<http://dd214express.com/>

- A private research company with researchers located at various facilities where your DD-214 may be located.
- Can help to reduce the time for you to wait to receive your papers.

## DD214 Website

<http://dd214.us/>

This website explains all your options to access your DD-214 papers.

