



How to Apply for DD 214 Papers Navigation Services



Need more information? Contact our Navigation Services Team at 303-432-5130 or navigation@jcmh.org

If you notice any changes or inconsistencies with our resources, please inform Navigation to help us stay current.

National Personnel Records Center (NPRC)

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

314-801-0800

- Provides an online form to request a free DD 214. Service is available for military veterans and the next of kin of deceased, former members of the military (a surviving spouse that has not remarried, father, mother, son, daughter, sister, or brother).
- Information needed includes:
 - Veteran's complete name used while in service
 - Branch of service
 - Social Security number
 - Service number (most likely the veteran's Social Security number)
 - Date and place of birth (especially if service number is unknown)
 - Approximate dates of service
 - The purpose or reason for the request
 - Any deadlines related to the request can be added in the "comments" or "purpose" section
- Complete the form online, then print and sign the form. All requests must be signed and dated by the veteran or next of kin (if completed by the next of kin of a deceased veteran, the applicant must provide proof of death of the veteran: death certificate, letter from funeral home, or published obituary).
- Fax the form to 314-801-9195 or mail it to:
 - National Personnel Records Center
 - Military Personnel Records
 - 1 Archives Drive
 - St. Louis, Missouri, 63138
- It may take several weeks to months to process a request through this method.

There are several ways to request your DD Form 214 (Report of Separation). Different methods take different amounts of time and have differing costs, so this may help you determine the best method to use to acquire your documentation.

Touchstone Research Group

<http://dd214express.com/>

- Provides private researchers who can visit the facilities where DD 214s may be located to retrieve records in person. Service is available for military veterans and the next of kin of deceased, former members of the military (a surviving spouse that has not remarried, father, mother, son, daughter, sister, or brother).
- Reduces processing times so documents become available same-day to within one week.
- Visit <http://touchstoneresearchgroup.com/catalog/> for cost and retrieval times.

DD214 Website

<http://dd214.us/methods.html>

- Provides detailed information on all methods of accessing DD 214 papers to help individuals select the best process for their needs.