

## **NEED A COPY OF YOUR MILITARY DISCHARGE OR OTHER DOCUMENTS?**

NPRC (National Personnel Records Center) online records request is the solution. Veteran Affairs makes getting your records faster with computers and internet access to obtain copies of documents such as DD-214 from military files.

Military Veterans and next of kin of deceased former military members can use NPRC's online military personnel records system to request documents. The web-based application was designed to provide better service on these requests by eliminating the record center's mailroom processing time. Also, because the requester will be asked online to supply all information essential for NPRC to process the request, delays that normally occur when NPRC has to ask Veteran's for additional information will be minimized.

The application can be accessed at <http://vetrecs.archives.gov>. Users will be required to complete the application online and then download a signature verification document that must be mailed after signing it. Mail it to:

NPRC WEB  
9700 Page Ave.  
St. Louis MO 63132-5100

or fax to (314) 801-9049 within 30 days. If NPRC does not receive your signature within 30 days, your request will automatically deactivated and removed from their system.

Other individuals with a need for documents must still complete the Standard Form 180 which can be downloaded from the web at <http://www.archives.gov/st-louis/military-personnel/standard-form-180.html>

## **GETTING YOUR MEDALS**

You do not use the SF 180 Form any longer. Instead, a letter requesting the medals should be sent to the appropriate branch of service. If you have a copy of the separation Document (DD 214) attach it to your letter of request. The letter should state:

- who you are,
- veteran or next-of-kin,
- the social security number,
- service number if different from the social security number,
- the VA claim number if pension or compensation has ever been granted,
- date of birth,
- place of birth,
- provide name, address and a day and nighttime phone number.
- Simply state "I am requesting that I be issued all awards and emblems I am entitled to.

Current members of the military should contact their unit for replacement medals. In most cases, only a single set of replacement medals will be issued, and generally only to next-of-kin (spouse, father, mother, son, daughter, sister, or brother)

If your request involves a service fee, you will be notified as soon as that determination is made. As always feel free to contact your local Veterans Affairs Office for assistance. Email [jgoos-millscty@qwestoffice.net](mailto:jgoos-millscty@qwestoffice.net)