**How to order a DD214, Medical and Personnel Records**

**What: How to order a DD214, Medical and/or Personnel Records**

**Service Officer Notes:**

In the past I have been asked to assist in obtaining DD214s for Veterans. A Veteran needs a DD214 to obtain the benefits that are due them and their families. However, many Veterans or their surviving family members cannot find one or the Veteran never obtained one. This highlights a situation that all of us can solve right now by requesting some copies of your DD214. It’s easy to do and would make things much easier for your survivors. Keep some copies for yourself and give at least one to a trusted family member. If you do not have a copy of your Medical Records or Personnel records then you might as well request them at the same time as most of you will use this same website to do so.

I recently had a Veteran who told me that he has put a copy of his DD214 in with his Will should anything ever happen to him. This seemed like a very good idea which I have now done myself. This will make things easier for my family in their efforts to get any government benefits due them should I pass.

**Web Sites:** Copy and Paste these URLs.

National Archives (NA) - https://www.archives.gov/

NA Request Service Records - <https://www.archives.gov/veterans/military-service-records>

Michigan Veterans Agency (MVAA) - <https://www.michiganveterans.com/>

MVAA DD 214 request - <https://www.michiganveterans.com/a/DD-214-Requests>

**DD 214 Information:**

1. If you registered your DD214 with a Michigan County, you may request a copy from them. Generally, you will need a Liber number (number of the book of public records it was recorded in) and a folio number (page number in that book). However, every County is different and you may be able to get it with just your name. If you have not registered with the county then move onto B.
2. If you have entered the service from Michigan or if you left the service with a Michigan address, the military **MAY** send a copy to the State of Michigan. The folks to call are the Michigan Veteran Resource Service Center (MVRSC) at 1-800-Mich-Vet (1-800-642-4838) then press 2. They will be able to tell you if they have your DD214 within just a couple of minutes. I called them today as an experiment and they had a copy of mine. You will get your DD214 from MVRSC faster than the National Archives if MVRSC has a copy on file. The MVRSC is a part of the Michigan Veterans Affairs Agency (MVAA). The web site is listed above. If they do not, remember you can still go to the National Archives and request a copy.
3. Should neither the County or the State of Michigan have your DD214 then you will have to go to the National Archives and request a copy. The Web site is listed above. Be aware that this can take several months to get it. For emergencies go to D.
4. Emergency requests and deadlines. Should you need a DD214 for someone who did not have one and need it right away, there is an emergency number available for these requests. Most Funeral Homes already do this but if yours does not, you can also perform this duty. Below is from the National Archives Web site.

*If your request is urgent (e.g. upcoming surgery, funeral, etc.) and there is a deadline associated with your request, please provide this information in the* ***"Comments"*** *section of* [***eVetrecs***](https://www.archives.gov/veterans/military-service-records/) *or in the* ***"Purpose"*** *section of the* ***SF-180 and fax it to our Customer Service Team at (314) 801-0764.*** *Our goal is to complete all urgent requests within two working days. However, in some instances we can complete requests the same day if necessary. Please contact our customer service staff at (314) 801-0800 if you have questions or require same day service. 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 internment at a Department of Veterans Affairs National Cemetery, contact the National Cemetery Scheduling Office at (800) 535-1117 or visit their website* [*http://www.cem.va.gov/cem/burial\_benefits/*](http://www.cem.va.gov/cem/burial_benefits/)*. 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 interned at a National Cemetery, the requester may fax the SF-180 or signature page from eVetRecs (including signature of the next of kin and proof of death) to the Customer Service Team at (314) 801-0764.*

***\*Note:*** [*The 1973 Fire*](https://www.archives.gov/st-louis/military-personnel/fire-1973.html) *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 several weeks to a month to complete.*

**Health and Personnel Information**: Should you need a copy of your medical or personnel records then the National Archives is your web site for this. Just go to the Web sites listed above and you will be able to order a copy the same way you order a DD 214. Realize that it may take up to 6 months to receive them so request them early.

**\*Note:** If you have a pending VAclaim, do not request your records as this may slow down your adjudication.

**Special Notice: The “entire” file.** If you’re after materials such as clothing issuances, leave requests or similar documents, you may have to re-submit your request after receiving the file in question. [Under a policy outlined at Archives.gov](https://www.archives.gov/veterans/military-service-records/record-request-notice), the NPRC provides “only copies of key documents and extracts of vital information, rather than a copy of every document in a personnel and/or medical file.”

Requests since late 2009 have included an explanation of this policy, per the website: <https://www.archives.gov/veterans/military-service-records/record-request-notice>

*Special Notice Regarding Service Record Requests:*

*The National Personnel Records Center responds to over 1.4 million requests annually for copies of military personnel and/or medical records. Our goal is to provide timely responses in an efficient manner, so that veterans and their families obtain the information needed to qualify for benefits and entitlements.*

*Nearly half of all requesters seek only a copy of the separation document, which is the necessary document required for veteran benefits. However, about ten percent of the requests that we receive ask for a copy of a file.*

*Since the 1970s, our standard procedure for replying to requests for entire files has been to provide only copies of key documents and extracts of vital information, rather than a copy of every document in a personnel and/or medical file. This approach avoids costly delays in reviewing and copying some documents — such as leave papers, identification card applications, and clothing issuances — that are not normally needed for benefit claim purposes. As a result, we are able to respond to more requesters, faster, and at less cost to the taxpayers. Exceptions to this procedure are files more than 62 years old, US Marine Corps files, all certified legal cases, and all requests from the Department of Veterans Affairs. In these instances, all documents are provided.*

*This extract contains copies of all essential documents to certify entitlement to most rights and benefits associated with military service, to identify key events in a military career, and to identify significant events in health care. Personal data pertaining to third parties is redacted from the file, pursuant to Privacy Act provisions.*

*When only key documents and extracts are provided from the Official Military Personnel File and the Medical Record, the response package contains a copy of all separation documents and all of the following information if it is in the file:*

*Military Services Dates*

*Character of Service*

*Promotions and Reductions*

*Duty Stations and Assignments*

*Foreign or Sea Service*

*Military Schooling and Training*

*Awards and Letters of Commendation*

*Disciplinary Actions*

*Lost Time*

*Enlistments Contracts*

*Entry and Separation Physical Exams*

*Immunizations*

*Dental Examinations*

*Clinical Summaries/Cover Sheets*

*If, after receiving an extract of a file, a requester submits a follow-up request for additional information or documents, NPRC will automatically send copies of all the other documents in the file.*

*Until recently, we did not explain this policy when responding to requesters. As of September 28, 2009, all responses that contain file extracts include an explanation of the policy.*

**POCs:** NA