

<http://www.archives.gov/st-louis/military-personnel/standard-form-180.html>

Military Record Requests (SF-180)

If you are a veteran or next-of-kin of a **deceased** veteran, you may now use vetrecs.archives.gov (or still use the SF-180) to order copies of military records.

All others must use the SF-180 or request in a letter (see below).

- [Ways to Request Military Records](#)
- [How to Submit Your Request](#)
- [Order Processing Time](#)

Ways to Request Military Records



Order copies of [WWI Draft Registration Cards](#) online.

- Veterans or next-of-kin of deceased veterans can use the online order form at vetrecs.archives.gov (or use the SF-180).

All others:

- [Obtain and Fill out Standard Form 180 \(SF-180\)](#)
 - Or [Write a Letter to Request Records](#)
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<http://www.archives.gov/veterans/evetrecs/>

eVetRecs: Request Copies of Military Personnel Records

Welcome to our online military personnel records request system.

Use our system to create a customized order form to request information from your, or your relative's, military personnel records. You may use this system if you are:

- A **military veteran**, or

- Next of kin of a **deceased**, former member of the military
 - The **next of kin** can be any of the following: surviving spouse that has not remarried, father, mother, son, daughter, sister, or brother.

If you are **not** the veteran or next of kin, you must complete the [Standard Form 180](#) (SF 180). See [Access to Military Records by the General Public](#) for more details.

How to Initiate a Request for Military Personnel Records:

1. Click on the "Request Military Records" button below to start. This will launch a separate window.
2. Enter the required information in the system to create your customized request form. There are 4 steps that you need to navigate. The system will guide you through the steps and tell you exactly which step you are on.
3. In Step 2 of the on-line request form, you will be asked to make selections from drop down menus about the nature of the request and the types of documents you are requesting. If these menus do not include the items you wish to request (for example, "all documents in the Official Military Personnel File"), you will have the opportunity to expand your request in the **Comments section in Step 3**. If you want to request multiple items from the menu selections in Step 2 (such as "Outpatient Treatment Records", "Inpatient Treatment Records", and "Mental Health Clinic Records"), choose one of the items from the menu and then use the **Comments section in Step 3** to ask for the additional documents.
4. **Print, sign and date** the signature verification area of your customized form. If you don't have a printer, have a pen and paper handy and we will guide you through the process. This is important because the Privacy Act of 1974 (5 U.S.C. 552a) requires that all requests for records and information be submitted in writing. **Each request must be signed and dated by the veteran or next of kin.**
5. **If you are the next of kin of a deceased veteran**, you must provide proof of death of the veteran such as a copy of death certificate, letter from funeral home, or published obituary.
6. Mail or fax your signature verification form (with proof of death, when applicable) to us, and we will process your request. **You must do this within the first 20 days of entering your request**, or your request will be removed from our system.

REQUEST MILITARY RECORDS