pennsylvania
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

For Official use only:

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☐ Request Forwarded
Date: _____

MILITARY SERVICE INQUIRY

INFORMATION NECESSARY TO REQUEST RECORDS

Name used in Service: _____
First Middle Last

Date of Birth: _____ **Social Security Number**: _____

	Branch of Service	YEAR Entered	YEAR Released	
Active Component*				*** Please visit Archives.gov for**
				Active Duty and Reserve records
PA National Guard**				****Accurate discharge year**
				required to find Guard records

DOCUMENTS REQUESTED

Check the items you would like a copy of:

☐ DD 214 ☐ DD 215 ☐ NGB 22 ☐ NGB 23 ☐ Official Military Personnel File (NG Only) ☐ State War Bonus Records

☐ Other (Please Specify): _____

Purpose of Request: _____

RETURN ADDRESS AND SIGNATURE

Requester is:

☐ Military Service Member/Veteran identified above ☐ Other (Please Specify): _____

☐ Next of Kin of deceased Veteran (Must provide proof of death): _____
Relation

Send Information/Documents to:

_____
Name Street Apt. City State Zip Code

_____
Phone Number Email Fax Number

Authorization Signature Required:

I declare that the statements and information contained in this application (both written and printed) are true and correct. I hereby authorize the release or disclosure of records or information pertaining to the request above.

_____
Actual Signature

* The Office for Veterans Affairs does not retain Official Military Personnel Records for Active or Reserve Components. We may have a discharge if you were released after 1994. Active Duty and Reserve records are typically maintained by the National Personnel Records Center. Submit your request to them at website: www.archives.gov/veterans/evetrecs

† If you are still serving in the Reserve Component and need proof of qualifying years of service, contact your Human Resource/Personnel Command.
†† This form is intended for inquiries pertaining to claims. All other requests should be sent through Retirements Services by mail to MP-PA-RS (*Retirement Services*) Fort Indiantown Gap, Annville, PA 17003-5002 or by fax 717-861-9643.

Please *Respond* To:
Office for Veterans Affairs | Fort Indiantown Gap, Bldg. 9-26 | Attn: Records Request | Annville, PA 17003-5002
Phone 717.861.8910 (Press 2) | Fax 717.861.8121 | Email: RA-REQ@pa.gov
www.dmva.pa.gov