

## “Attention Funeral Directors”

Below is How to Initiate a Request for Military Discharges

10-14 Day Delivery (in most cases)

[www.archives.gov/veterans/evetrecs](http://www.archives.gov/veterans/evetrecs)

1. Click on the "Request Military Records" button at bottom of page 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. ***Input all data as it appears in the parentheses us dashes and slashes as necessary.***
3. **Print, sign and date** the signature verification area of your customized form. 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.**
4. Mail or fax your signature verification forms, and your request will be processed. **You must send the Signed verification within 20 days of entering your request** or your request will be removed from our system.
5. Fax the first page to **(314) 801-9049** or mail to :

National Personnel Records Center  
Military Personnel Records  
9700 Page Avenue  
St. Louis, MO 63132-5100