

Obtaining Military Service Records

For family members seeking to learn more about a deceased member's military service and for veterans who have lost their records, the best place to obtain a free copy of the member's military service record is the:

*National Personnel Records Center
(NPRC)*

*Military Personnel Records
1 Archives Drive*

Saint Louis, MO 63138

Phone: (314) 801-0800

Fax: (314) 801-9195

If it has been 62 years or fewer since the member separated from the military, the records are considered federal (non-archival) records, and the request must come from the member or next of kin (un-remarried widow or widower, son, daughter, father, mother, brother or sister). If it has been more than 62 years since separation, the records are considered to be Official Military

Personnel Files (OMPF) and are a part of the archives. In this category, anyone can request a record. Additional information is available at <http://www.archives.gov/veterans/military-service-records/>.

Several pieces of information are necessary for the NPRC to respond to a request. These include the veteran's:

- Full name as used while in service;
- Date of birth;
- Service number;
- Branch of service; and
- Date of service.

Of these, the first two are the most critical, as the NPRC must be able to narrow the search to a single record in order to provide a copy.

Generally there is no charge for basic military personnel and medical record information provided to veterans, next of kin and authorized representatives from federal (non-archival) records, that

is those that are 62 years or fewer since separation. If your request involves a service fee, you will be notified as soon as that determination is made.

However, archival OMPFs, those that are more than 62 years since separation, are subject to the NARA fee schedule that authorizes the agency to collect fees from the public for copies of archival records (44 USC 2116c and 44 USC 2307).

Online, mailed and faxed archival requests require the purchase of the complete photocopy of the OMPF:

- A routine OMPF of five pages or fewer is a \$20 flat fee;
- A routine OMPF of six or more pages is a \$60 flat fee—most OMPFs fall in this category; or
- A Persons of Exceptional Prominence (PEP) OMPF is 75 cents per page with a \$15 minimum.