

TDVS Fact Sheet

Requesting Records from the National Personnel Records Center

June 2023

The National Personnel Records Center or NPRC is a great resource for obtaining military service records including DD214s and has a variety of resources for [Veterans Service Officers](#) including [emergency requests](#).

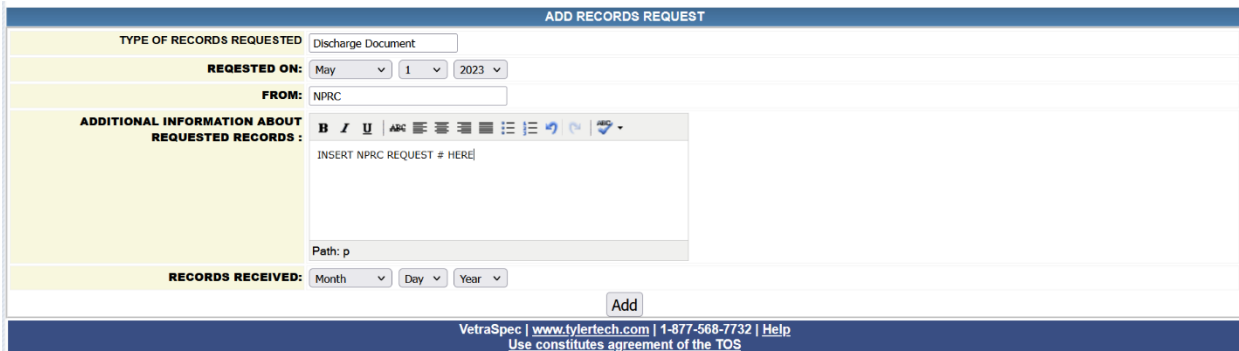
Here's an efficient way to request records that doesn't involve completing an SF180 that then has to be packaged in VetraSpec, mailed, or faxed.

Simply, visit NPRC's Request Military Service Records site, select start request online and follow the instructions.

The screenshot shows the National Archives website. At the top right, there are links for "Blogs", "Bookmark/Share", and "Contact Us", and a search bar for "Search Archives.gov". The main navigation bar includes "RESEARCH OUR RECORDS", "VETERANS' SERVICE RECORDS", "EDUCATOR RESOURCES", "VISIT US", and "AMERICA'S FOUNDING DOCUMENTS". The page title is "Veterans' Service Records" with a breadcrumb trail: "Home > Veterans' Service Records > Military Service Records". A sidebar on the left lists various record request options. A prominent light blue banner contains an "Important Notice Regarding the Camp Lejeune Justice Act of 2022". The main heading is "Request Military Service Records", followed by a paragraph stating that recent military service and medical records are not online, but free copies of DD Form 214 are available. Below this, there are two boxes: "Looking for records?" with a "Start Request Online" button, and "How can I check on the status of my request?" with instructions to allow time for processing before checking status.

Once the NPRC request is complete, add a “Records Request” in the Veteran’s VetraSpec profile, so fellow Service Officers don’t duplicate your efforts.

Select the “Records” tab, select add request and add.



- Note Type of Records Requested
- Add NPRC “Service Request Number”, so the Veteran or subsequent Service Officers can follow-up on the request.
- Click “Add”

If you use the Veteran’s email address when requesting the records, they will also receive communication directly from NPRC. The service request number allows NPRC communication allow the client to monitor the status of their request via phone or web.

Other Tools and Resources that Support Military Records Requests

Here are several additional tools and resources available to accredited service officers across the state to support military record requests including DD214s.

- [Tennessee’s Department of the Military, War Records Division](#) – TDVS and County Veteran Service Officers frequently utilize Tennessee’s Department of the Military, War Records Division to assist clients in obtaining a DD214 or its equivalent. Here’s a [TDVS Fact Sheet](#) with information on War Records Modernization and how to submit requests for documents.

If you have questions about accessing or using War Records please contact your [Regional Director](#) or [TDVS’s Appeals Division](#).

- Defense Personnel Records Information Retrieval System or DPRIS – TDVS has a Memorandum of Agreement with the Defense Manpower Data Center that allows access to the Defense Personnel Records Information Retrieval System or [DPRIS](#). DPRIS is an electronic gateway that allows users to access the Services' Official Military Personnel File, which includes DD214 or its equivalent. This online repository contains records of servicemembers who separated from service beginning in the mid-1990s. This access is made available to all accredited service officers including county partners.

If you have questions about accessing or using DPRIS please contact your [Regional Director](#) or [TDVS's Appeals Division](#).

- Other Resources –
 - Other states frequently have an entity like Tennessee's War Records Division that can be utilized when assisting clients in obtaining DD214 or its equivalent. There's a list with contact information in [VSO Tools – Tools](#).
 - Tennessee's Register of Deeds in each county are required by [state law](#) to register separation documents and often hold copies of DD214s on behalf of veterans.

If you have questions or need assistance obtaining military records including discharge documents, TDVS can help. Please feel free to contact your [Regional Director](#), [TDVS's Training Officer](#) or [TDVS's Appeals Division](#) for assistance and support.