



**Welcome to  
Sam Houston State University**

# Requesting a DD-214

## Resources

- Online
  - National Archives
  - milConnect
  - Ebenefits (only if you've previously uploaded it)
- In Person or Over the phone
  - Courthouse
  - Veterans Affairs
  - Congressman

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# Requesting a DD-214

## Time-Table

While there are many options for obtaining a copy of your DD-214, some resources may be quicker than others. Websites such as milConnect and Ebenefits may be able to give you an instant copy. Contacting the VA or your local Courthouse may be a bit more time consuming but will be quicker than requesting your DD-214 through your Congressman or The National Archives which could take months.

Continue to next page



# milConnect

<https://milconnect.dmdc.osd.mil/milconnect/>

Once on the milConnect webpage, you must **Sign In** before the webpage will let you proceed with the next steps

**milConnect**  
Serving those who serve our country.

New User? Start Here. [Sign In](#)

Search

**I want to...**

- [Update personal contact info](#)
- [Manage health benefits](#)
- [Update family members in DEERS](#)
- [Transfer my education benefits](#)
- [Update work contact info \(GAL\)](#)
- [Manage my SGU](#)
- [View my health care coverage](#)
- [Obtain proof of health coverage](#)
- [Retrieve my correspondence](#)

Don't see what you are looking for? Browse the menus, search or check our [FAQ](#). [More Goals](#)

**Hot Topics**

- [Inaccurate Birthdate: Why is my birthdate off by a day? What do I do about it?](#)
- [Navy GAL: How long does it take for changes I make in milConnect to show up in the Navy GAL?](#)
- [TSA Precheck: How do I sign up for the TSA Precheck program?](#)
- [Certificate Error: My browser does not recognize milConnect's security certificates. What do I do?](#)

**Did you receive correspondence?**

- [Incapacity Redetermination Deadline](#)
- [Medicare and TRICARE](#)
- [Viewing PCM Information](#)
- [Retrieving eCorrespondence](#)

**What's new in milConnect?**

03/29/2021 Version 8.07

[milConnect's Incapacity Dependency, Redetermination and Immunizations pages have been decommissioned.](#)

**Recent News**

- 04/30/2021: [A new way to update your profile information](#)
- 05/01/2020: [A New Way to Request a Copy of your Updated IRS Form 1095](#)
- [News Archives](#)

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# milConnect

<https://milconnect.dmdc.osd.mil/milconnect/>

If you have an existing DS logon continue to sign in

If you do not have an existing account, click one of the blue box options in the lower left corner

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## milConnect

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### Frequently Asked Questions

**ATTENTION ALL USERS: PLEASE READ THE BELOW INFORMATION IN ITS ENTIRETY**

**ACTION NEEDED:** Phone Numbers can be updated by yourself by logging into your DS Logon account and going to "UPDATE CONTACT INFORMATION." This will take you to a screen to update your own phone number and email. Please ensure your phone (e.g., cell, landline) and email address is accurate as future security features will be enabled soon and you won't have access to your DS Logon account if the phone number is not one you can access.

**IMPORTANT:** After visiting DS Logon or one of our partner sites, CLOSE your browser window AND all open tabs. This will help protect your information and privacy. If you choose not to close your browser and all open tabs, this can enable third parties access to your PRIVATE HEALTH and BENEFIT INFORMATION.

DS Logon

CAC

DFAS

### DS Logon

DS Logon Username

DS Logon Password

[Forgot Username?](#)

[Forgot Password?](#)

Login



Need An Account?



Activate My Account



Upgrade To Premium Account



Change My Account



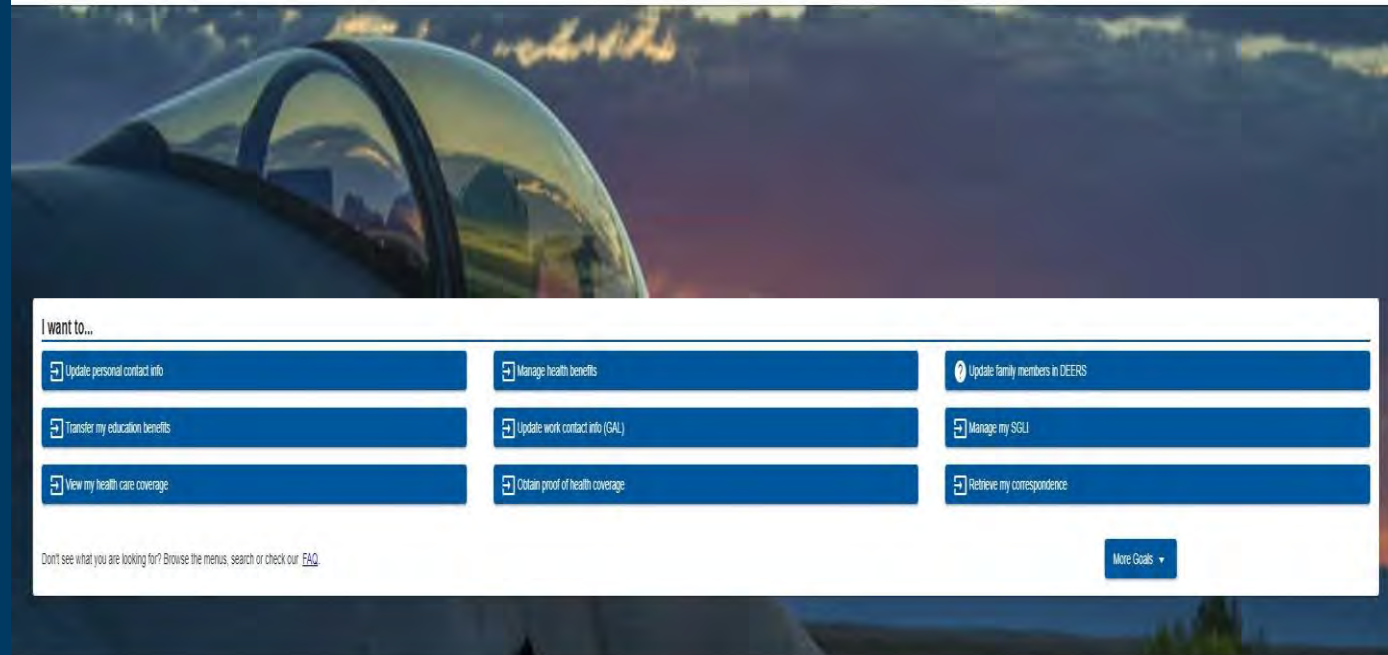
**Phishing Alert:** We do not initiate contact with beneficiaries via email or telephone to request private personal (Name, SSN, DOB) or sensitive DS Logon account information (username, password, challenge questions). If you think you provided personal or account information in response to a fraudulent email, website or phone call, be sure to change your password and challenge questions immediately.

# milConnect

<https://milconnect.dmdc.osd.mil/milconnect/>



Click the  
“Correspondence  
Documentation” tab



## Hot Topics

**Inaccurate Birthdate** [Why is my birthdate off by a day? What do I do about it?](#)

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[News Archives](#)

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# milConnect

<https://milconnect.dmdc.osd.mil/milconnect/>

Click the “Defense Personnel Records Information (DPRIS)” tab

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My Profile Correspondence/Documentation Benefits FAQ

Search

Sign Out

eCorrespondence

**Defense Personnel Records Information (DPRIS)**

DoD Transition Assistance Program (DoTAP)

I want to...

Update personal contact info

Manage health benefits

Update family members in DEERS

Transfer my education benefits

Update work contact info (GAL)

Manage my SGLI

View my health care coverage

Obtain proof of health coverage

Retrieve my correspondence

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More Goals

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[News Archives](#)


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First click the “Request Personnel File” tab at the top

Then click the “Request my Personnel File” blue box

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My Profile Correspondence/Documentation Benefits FAQ Search

## Defense Personnel Records Information Retrieval System (DPRIS)

About DPRIS **Request Personnel File** DPRIS Support

### OMPF Requests

Access documents from your Official Military Personnel File (OMPF) by selecting the "Request my Personnel File" button. Requests should receive responses in 24-48 hours, and DPRIS will send you an email notification when your request is completed.

**Request my Personnel File** Refresh OMPF Request List


| Status                   | Request ID | Service | Submit Date | Expiration Date | Actions |
|--------------------------|------------|---------|-------------|-----------------|---------|
| Items per page: 5 0 of 0 |            |         |             |                 |         |

[1] The OMPF request will have a status of "Processing" when it is received by DPRIS. The status will change to "Completed" when the response has been received from the service registry.  
[2] Each OMPF request will be assigned a unique request ID.  
[3] Service Associated to the request.  
[4] The date that the OMPF request was submitted to DPRIS.  
[5] The date the OMPF request will expire and be auto-removed from the DPRIS System.  
[6] View Files allows the user to view OMPF documents associated to your request.  
Extended Expiration Date allows the user to update the expiration date of the OMPF record to prevent the record from being removed from the DPRIS System.

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 **BENEFITS SUPPORT**  
Call the DMD/DEERS Support Office (DSO) (800) 538-0552.  
Keeping your DEERS records current helps speed your TRICARE medical benefits.

 **TECHNICAL SUPPORT**  
Call the DMDC Support Center (800) 477-8227.  
Talk to Tech Support about the milConnect Web site.

 **HELP**  
When you need fast facts about your benefits or records, check our [FAQ](#) first.  
Or search [Help](#) for quick tips on using milConnect.

CONNECT WITH US

Click the “Request Personnel File” tab at the top

Once on this page fill in the blank spaces in the “Personnel Information” section

Then select your documents from the group options in the Document Index section

We suggest clicking “Select All” in all four groups, this way you will have a complete personnel file and a better chance of finding your DD-214

Continue to next page



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My Profile Correspondence/Documentation Benefits FAQ Search

## Defense Personnel Records Information Retrieval System (DPRIS) ?

About DPRIS **Request Personnel File** DPRIS Support

### Create New OMPF Request

Complete this form to request copies of documents in your Official Military Personnel File (OMPF). Read ["Are my documents available via DPRIS?"](#)

#### Personnel Information

UNIT NUMBER

UNIT NUMBER

For SSN changes please contact your Unit Personnel Office.

Serial Number (Required)

Enlistment Address

Confirm Enlistment Address

OMPF System(s) ☐ AF ☐ Army ☐ Marine Corps ☐ Navy

#### Document Index

##### Service Computation Group

[Select All](#)

SC1 ☐ DD214/DD215

SC2 ☐ Service Verification/Computation

SC3 ☐ Officer Appt/Termination

SC4 ☐ Enlistment/Extensions

SC5 ☐ Service Acknowledgement/Agmt

SC6 ☐ Discharge/Separation/Ret.

SC7 ☐ Casualty/Death

SC8 ☐ Orders/Endorsements

##### Performance Group

[Select All](#)

PG1 ☐ Performance Reports

PG2 ☐ Commendatory Items

PG3 ☐ Derogatory Items

PG4 ☐ Sensitive/Restricted

PG5 ☐ Photographs

##### Professional History Group

[Select All](#)

PH1 ☐ Promotion Adv/Reduction

PH2 ☐ Service Military Educ/Training

PH3 ☐ Civilian Education/Training

PH4 ☐ Service Status/Change/Revision

PH5 ☐ Chron Assignment History

PH6 ☐ Quals/Licenses/Certificates

PH7 ☐ Security Access/Clearance

##### Administrative Group

[Select All](#)

AG1 ☐ Dependant Support/Elig

AG2 ☐ Personal History/Go

AG3 ☐ Loan Tuition Assistance/Elig

AG4 ☐ Change/Correction/Verification

AG5 ☐ Medical/Physical Exam Findings

AG6 ☐ Miscellaneous Admin Docs

[Make Request](#) [Cancel and Return to OMPF Requests](#)

# Ebenefits


<https://www.va.gov/>

Sign In on the Veterans  
Affairs Website

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U.S. Department  
of Veterans Affairs

[An official website of the United States government](#) [Here's how you know](#)

[Talk to the Veterans Crisis Line now](#)

[Contact us](#) [Sign in](#)

[VA Benefits and Health Care](#) [About VA](#) [Find a VA Location](#) [My VA](#)

**VA facility and status updates**

**Natural disaster affecting your area:** Use the [Find VA locations tool](#) to check the status and operating hours of your local VA facility.

**Coronavirus information:** To get the latest updates and sign up to stay informed about COVID-19 vaccines, visit our [vaccine information page](#).

## Access and manage your VA benefits and health care

**Health care**

[Refill and track your prescriptions](#)

[Send a secure message to your health care team](#)

[Schedule and manage health appointments](#)

[View your lab and test results](#)

[Apply now for VA health care](#)

**Disability**

[Check your claim or appeal status](#)

[View your payment history](#)

[Upload evidence to support your claim](#)

[File for a VA disability increase](#)

[File a claim for compensation](#)

**Education**

[View your payment history](#)

[Change your current education benefits](#)

[Compare GI Bill benefits](#)

**Records**

[Get Veteran ID cards](#)

[Get your VA medical records](#)

[Download your health letters](#)

# Ebenefits

<https://www.va.gov/>

## Sign In on the Veterans Affairs Website

Note: After signing in, you will have to explore documents to try and find your DD-214. In some cases, your DD-214 may not be on Ebenefits.

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VA



U.S. Department  
of Veterans Affairs

## Sign in

LOGIN.GOV

ID *me*

DS Logon

My HealtheVet

## Or create an account



[Create an account with Login.gov](#)



[Create an account with ID.me](#)

## Having trouble signing in?

Get answers to common questions about [signing in](#) and [verifying your identity](#).

Call our MyVA411 main information line for help at 800-698-2411 (TTY: 711). We're here 24/7.

## Terms of use

Once on the home page  
click the “**VETERANS’  
SERVICE RECORDS**” box



## Coronavirus Information

The National Archives and Records Administration is committed to protecting the health and safety of visitors, customers, and employees during the COVID-19 (coronavirus) pandemic. The Rotunda of the National Archives Building in Washington, DC, will open for viewing of the Declaration of Independence, U.S. Constitution, and Bill of Rights with limited capacity from 10 a.m. to 2 p.m. on Saturdays and Sundays starting May 15, and including Monday, May 31, and Monday, July 5, for the Memorial Day and July 4th holiday weekends. [Reserve timed entry tickets on Recreation.gov](#). The reopening of the Rotunda and its continued operation will be contingent on local public health metrics remaining below targets for safe reopening.

The museum at the [Richard Nixon Presidential Library](#) at Yorba Linda, CA, has opened to the public with limited capacity from 10 a.m. to 3 p.m., Wednesdays through Sundays.

All other museums are closed at this time. Some NARA museums and research facilities are reopening to the public on a limited basis. Check our [coronavirus information page](#) for an up-to-date list of NARA facilities currently offering in-person services for the public and other federal agencies. We are making every effort to continue providing essential services whenever possible, using online and remote capabilities. Our ability to serve customers in a timely manner may be hampered by the current crisis, and we ask for your understanding and patience.

### RESEARCH OUR RECORDS

Explore our nation's history through our documents, photos, and records.



### VETERANS' SERVICE RECORDS

Request military records and learn about other services for yourself or a family member.



### EDUCATOR RESOURCES

Find primary sources, tools for teaching with documents, and student and educator programs.



### VISIT US

Plan a trip to the Museum, to one of the Presidential Libraries, or to conduct research.



### AMERICA'S FOUNDING DOCUMENTS

The Declaration of Independence, the Constitution, and the Bill of Rights.



### DESCRIPTION



Name: ---ANNA MAY WONG---  
Age: 19 yrs. --- Height: --- 5 --- H. --- 5 ---  
Occupation: actress --- Los Angeles, Calif.  
Admitted as: --- NATIVE (Doctor's certificate) ---  
ex s.s. "Princess Victoria", July 1, 1924, No. 2077/1-1  
Physical marks and peculiarities: scar on end of left thumb.  
Issued at the port of --- SEATTLE, WASH. ---

## Asian Pacific American Heritage Month: A Chinese American Actress's Story

## Archives News

Asian American and Pacific Islander Heritage Month  
Featured Document: Remembering the Tulsa Race Massacre  
Jewish American Heritage Month

[More News...](#) [Upcoming Events...](#)

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### Information For...

[Citizen Archivists](#)  
[Federal Employees](#)  
[Genealogists](#)  
[Members of Congress](#)  
[Preservation](#)  
[Records Managers](#)  
[The Press](#)

### Publications

[Federal Register](#)  
[Prologue Magazine](#)  
[Subscribe to Email Newsletters](#)  
[All Publications](#)

### Orgs. & Offices

[Center for Legislative Archives](#)  
[Federal Records Center](#)  
[Office of the Inspector General](#)  
[Presidential Libraries](#)  
[Staff Directory](#)

### About Us

[What is the National Archives?](#)  
[Doing Business with Us](#)  
[Plans and Reports](#)  
[Open Government](#)  
[Our Plain Language Activities](#)

### I Want To...

[Get My Military Record](#)  
[Plan a Research Visit](#)  
[Visit the Museum](#)  
[View Online Exhibits](#)  
[Apply for a Grant](#)

### Participate

[Attend an Event](#)  
[Donate to the Archives](#)  
[Work at the Archives](#)  
[Volunteer at the Archives](#)

Click the “Request Service Records Online, by Mail, or by Fax” link

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## Veterans' Service Records

[Home](#) > [Veterans' Service Records](#)



### Further Expansion of Onsite Workforce at the National Personnel Records Center (NPRC) is Underway

Due to the COVID-19 pandemic, the NPRC has been closed and only completing emergency requests. As of March 29, 2021, the NPRC increased its on-site staffing to 25 percent of the workforce. While we continue to increase our on-site staffing, we are still servicing requests associated with medical treatments, burials, and homeless veterans seeking admittance to a homeless shelter. Please refrain from submitting non-emergency requests such as replacement medals, administrative corrections, or records research until we return to pre-COVID staffing levels.

- [More information on NPRC's operating status](#)
- [Alternative sources for modern military records](#)
- More information about the National Archives' response to coronavirus can be found at [archives.gov/coronavirus](https://www.archives.gov/coronavirus).

### News and Notices

[National Personnel Records Center Prepares for Expansion of Onsite Workforce](#)  
[National Archives Unveils Photos of Buffalo Soldiers at West Point](#)  
[Coronavirus Information](#)  
[Cemetery Time Capsule Artifacts Provide Glimpse Into History](#)  
[Building the "Digital Reference Revolution" with National Archives' History Hub](#)

### Natural Disaster Requests

If you have been impacted by a natural disaster and need priority service to replace a Separation Document (usually DD Form 214 or equivalent), place the word "Natural Disaster" in the "Comments" section of eVetRecs or in the "Purpose" section of the Standard Form (SF) 180, Request Pertaining to Military Records.

Fax your request to our Customer Service Team at 314-801-0927.

(NOTE: This fax number is only for special requests, such as hurricanes and other natural disasters)

### Need Help?

[Online Requests/eVetRecs Problems](#)  
[Need Immediate Assistance](#)  
[Military Personnel Records, FAQ \(includes DD 214/Separation Documents, Personnel Records, and/or Medical Records\)](#)  
[More FAQs](#)  
[NPRC Veterans Service Officer \(VSO\) Information Page](#)



Find answers to your research questions about **Military Records** at [History Hub](#) ➔

### Request Military Service Records



#### Request Service Records Online, by Mail, or by Fax

- [Request Medical and Health Records](#)
- [Check the Status of an Existing Request](#)
- [More ways to get service records](#)
- [Recently separated veteran?](#)
- [Funeral Home Director Information Page](#)

### Research Using Military Records



- [What's available online?](#)
- [Locate older \(pre-WW I\) military service records](#)
- [Using military records for genealogical research](#)
- [Other military and veterans records](#)
- [Learn about military service records \(e.g. DD Form 214\)](#)



### Replace Lost Medals and Awards

[Learn how to replace lost medals and awards](#)



### Browse WWII Photos

[View a sample of our extensive collection of photographs from World War II.](#)

[This page was last reviewed on January 6, 2021.](#)  
[Contact us with questions or comments.](#)

### Veterans' Service Records

Click the “Start Request Online” box

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## Veterans' Service Records

[Home](#) > [Veterans' Service Records](#) > [Military Service Records](#)

### Request Service Records

[Request Military Service Records](#)

[eVetRecs Help](#)

[Other Methods to Obtain Service Records](#)

[Special Notice Regarding Requests](#)

### Military Service Records

[About Service Records](#)

[Correcting Service Records](#)

[Medical and Health Records](#)

[Locations of Service Records](#)

[Older \(pre-WWI\) Service Records](#)

[What Records are NOT Available?](#)

[Privacy and Security of Veterans Records](#)



### Further Expansion of Onsite Workforce at the National Personnel Records Center (NPRC) is Underway

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## Request Military Service Records

Recent military service and medical records are **not online**. However, most veterans and their next of kin can obtain **free copies** of their DD Form 214 (Report of Separation) and the following military service records any of the ways listed below.

### Looking for records?

[Start Request Online](#)

- [DD 214/ Separation Documents](#)
- [Official Military Personnel File \(OMPF\)](#)
- [Replacement Medals](#)
- [Medical and Health Records](#)

- [Burials and Emergency Requests](#)
- [Natural Disaster Requests](#)

If you are unable to start the form online and prefer to submit a traditional request form, you can mail or Fax it:

[Mail or Fax Form](#)

### How can I check on the status of my request?

Allow about 10 days for us to receive and process your request before checking your request status.

Please indicate whether you know your request number using the buttons below:

[Yes, I know my request number](#)

[No, I don't know my request number](#)

You may also telephone the **NPRC Customer Service Line** (this is a long-distance call for most customers): **314-801-0800**. **Note:** Our peak calling times are weekdays between 10:00 a.m. CT and 3:00 p.m. CT. Staff is available to take your call as early as 7:00 a.m. and as late as 5:00 p.m. CT.

\*Please see our [Privacy Statement](#)

Click "+" to display more information:

### What if I'm not the Veteran or next-of-kin? Can I still access files?

- **It depends on the date** the service member separated from the military. Military personnel records are **open to the public 62 years after** they leave the military. (To calculate this, take the current year and subtract 62.) Records of any veteran who separated from the military 62 (or more) years ago can be ordered by **anyone** for a copying fee (detailed below under "cost"). See [Access to Military Records by the General Public](#) for more details.

### But what if it's been less than 62 years?

- Records of individuals who left service **less** than 62 years ago are subject to access restrictions and only limited information or copies may be released to the general public within the provisions of the law. The [Freedom of Information Act \(FOIA\)](#) and the [Privacy Act](#) provide balance between the right of the public to obtain

Click the “Make a new request” box

Note: once on the next page you will answer the prompts and submit to receive your requested documents

Continue to next page



## Online service records requests

Using this tool you can make a new request for a Veteran's records or check the status of existing request.

Privacy Act of 1974 Compliance Information +

Paperwork Reduction Act Public Burden Statement +

Do you want to check the status of previous request, or make a new request?

Check status of existing request

Make a new request

Phased Expansion of Onsite Workforce at the National Personnel Records Center (NPRC) is Underway

Due to the COVID-19 pandemic, the NPRC has been closed and only completing emergency requests. As of March 8, 2021, the NPRC entered into a phased expansion of our onsite workforce. While we continue to increase our on-site staffing, we are still servicing requests associated with medical treatments, burials, and homeless veterans seeking admittance to a homeless shelter. Please refrain from submitting non-emergency requests such as replacement medals, administrative corrections, or records research until we return to pre-COVID staffing levels.

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# Contact Us

Location: Academic Building 3, Suite 110

Email: [Veterans@shsu.edu](mailto:Veterans@shsu.edu)

Phone: 936-294-1046

Fax: 936-294-4921

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# Veterans Resource Center

SAM HOUSTON STATE UNIVERSITY

Hours: Monday – Friday, 8:00 am – 5:00 pm

Location: AB3, Suite 110

Phone: 936.294.1046

Veterans Resource Center

