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

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

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.

milConnect
https://milconnect.dmdc.osd.mil/milconnect/

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

milConnect
https://milconnect.dmdc.osd.mil/milconnect/

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

Then click the “Request my Personnel File” blue box

Continue to next page
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

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Sign In on the Veterans Affairs Website

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
- Get your GI Bill® eBenefits account

**Records**
- Get Veteran ID cards
- Get your VA medical records
- Download VA benefit letters
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 Ebenefts.

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 800-898-2411 (TTY: 711). We're here 24/7.

Terms of use
Once on the home page click the “VETERANS’ SERVICE RECORDS” box.
Click the “Request Service Records Online, by Mail, or by Fax” link.
Click the “Start Request Online” box
Click the "Make a new request" box

Note: Once on the next page you will answers the prompts and submit to receive your requested documents.

Continue to next page
Contact Us

Location: Academic Building 3, Suite 110
Email: Veterans@shsu.edu
Phone: 936-294-1046
Fax: 936-294-4921