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

Continue to next page
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.

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

**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 apply for the TSA PreCheck program?
- Certificates Error: My browser does not recognize milConnect’s security certificates. What do I do?

**What's new in milConnect?**
- 04/30/2021 Version 8.07
  - milConnect's Inaccurate Date of Birth, Gender, and Race pages have been decommissioned.

**Did you receive correspondence?**
- Information Request/Redetermination/Readmission
- Medicare and TRICARE
- VEOCA Information
- Release of Correspondence

**Recent News**
- 04/30/2021: A new way to update your profile information
- 03/01/2021: A new way to update your profile information (updated 03/01/2021)
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.

Continue to next page
Click the "Correspondence Documentation" tab
Click the “Defense Personnel Records Information (DPRIS)” tab
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.

Continue to next page.
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

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

Sign in

Or create an account

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.
Click the “Start Request Online” box

National Archives
https://www.archives.gov/

Veterans Service Records

Home > Veterans’ Service Records > Military 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 continuing to increase its on-site staffing levels. We are still servicing requests associated with medical treatments, burial, 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 military records
- More information about the National Archives’ response to coronavirus can be found at archives.gov/coronavirus.

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?

- DD 214/ Separation Documents
- Official Military Personnel File (OMPF)
- Replacement Medals
- Medical and Health Records
- Burials and Emergency Requests
- Natural Disaster Requests

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): 314-901-0800. Note: Our peak calling times are weekdays between 10:00 a.m. 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

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 public.

Mall or Fax Form

SH
Veterans Resource Center
SAM HOUSTON STATE UNIVERSITY
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