

## Obtaining a Copy of Your DD-214

There are two ways you can obtain a copy of your DD-214. The first is to use "ebenefits" and the second is to submit a written request through the National Archives.

### Using ebenefits

If you already have a Level II ebenefits account, log into ebenefits at <https://www.ebenefits.va.gov/ebenefits/homepage> and:

- On the "Welcome" page, select the "Manage Your Benefits" option at the bottom
- On the "Manage Your Benefits" page, select "Documents and Records"
- On the "Access Your Documents and Records page, select the "Military Personnel File" option
- Select the "Request your OMPF Information" option
- Select "Accept"
- Fill in your email address and branch of service and select the document or documents you wish to retrieve from the menus provided.
- Select "Submit"
- You will see an acknowledgement that your request has been submitted

You will be notified by email when your documents are ready. You will then need to log back into ebenefits and select the "View Your Retrived OMPF Information" option.

### Request Through the National Archives

- Go to [www.archives.gov/index.html](http://www.archives.gov/index.html)
- Scroll down and select "eVetReces" on the lower right side of the screen
- Scroll to the bottom of the page and select "Request Military Records"
- Read and follow the step-by-step instructions and provide the requested information
- Request either an **UNDELETED** or **DELETED** Report of Separation
- Provide information on where you want the document(s) sent
- The last screen is the signature page with a fax number
- Print this page, sign where indicated and fax it to (314) 801-9049.