



- Service Member's Name
- Date of Birth
- Social Security Number and/or Service Number
- Enlistment Date
- The Fact That They Are Still on Active Duty
- Contain The Phrase No Time Lost (If Applicable), or List The Time Lost.
- If They Are In The Reserves or National Guard, Indicate If They Serving Under The Authority of Title 10 or Title 32

❖ ***Discharged Veterans (Regular Military):***

Please provide Certificate of Release or Discharge From Active Duty, DD 214, Member Copy 4.

To obtain a DD 214 please contact:

National Personnel Records Center

Military Personnel Records

9700 Page Avenue

St. Louis, MO 63132-5100

<http://www.archives.gov/> (web site)

Veteran borrowers or next of kin can request copies of Military Personnel Records from the National Personnel Records Center online at:

<http://www.archives.gov/veterans/evetrecs/>

