

# How to Request a DD Form 214

**This flyer offers step-by-step instructions on how to obtain a DD Form 214 to establish military funeral honors eligibility.**

To establish a veteran's eligibility for military funeral honors, a DD Form 214 (Report of Separation) – or any discharge document showing honorable service – is required. Military records are generally not available online, but most veterans and their next of kin can obtain free copies of their DD Form 214 by following the steps below.

1. Go to the Veterans' Service Records page on the National Archives website at <https://www.archives.gov/veterans/military-service-records>.

> Scroll down and select "Start Request Online."

2. Select "Make a new request" to start the process.

> When you reach the ID.me login screen, you can sign in using your credentials. If you don't have an account, you can create one by selecting "Create an ID.me account."

3. Choose "Next of Kin of Veteran" or "Other" and follow the prompts from there.

4. Fill out Veteran Service Details.

> When you come to the question asking, "Which of these categories best describes why you're requesting the records?" select "Emergency Request."

> When you come to the question, "Which of these best fits your request?" select "Burial."

5. Continue filling out Veteran Information.

The DD Form 214 may also be obtained by completing a Standard Form 180 at <https://www.archives.gov/veterans/military-service-records/standard-form-180.html>.

Learn more and download  
My Military OneSource at [militaryonesource.mil/app](https://militaryonesource.mil/app).

