

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.
 - › Scroll down and select "Start Request Online."
2. Select "Make a New Request" to start the process.
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](#).

The screenshot shows the 'Request Veteran Records' page. It includes sections for 'Privacy Act of 1974 Compliance Information' and 'Paperwork Reduction Act Public Burden Statement'. Below these, there are two buttons: 'Check status of existing request' and 'Make a new request'. The 'Make a new request' button is highlighted with a red box. An important notice regarding the Camp Lejeune Justice Act of 2022 is also visible.

The screenshot shows the 'Basic Information' section of the form. It asks 'Are you the veteran or next of kin? If not, choose "Other"?' with radio button options for 'Veteran', 'Next of Kin of Veteran', and 'Other'. The 'Other' option is highlighted with a red box. Below this, it asks 'Are you seeking information about current or former military service?' with radio button options for 'Former Military Service' and 'Current Military Service'. The 'Current Military Service' option is also highlighted with a red box.

The screenshot shows the 'Service and request details' section of the form. It asks 'Which of these categories best describes why you're requesting the records?' with a dropdown menu set to 'Emergency Request'. Below this, it asks 'Which of these best fits your request?' with a dropdown menu set to 'Burial'. Both dropdown menus are highlighted with red boxes. A warning message is displayed below, stating that selecting 'Burial' is for emergency requests only.

Learn more and download My Military OneSource at militaryonesource.mil/app.

