



U.S. Department of Defense

How to Request Military Records for Veterans Burial/Funeral Benefits

1. Complete the request for military records online or by mail.
 - Online: Visit the [National Archives and Records Administration](#) website.
 - Click “Start Request Online.”
 - Click “Make a new request.”
 - Answer the questions pertaining to your veteran and click “Continue.”
 - Review and submit your request.
 - Mail: Print and complete the attached form. The form must be signed by the veteran’s next of kin. Without this signature, the National Archives staff will not process the request.
2. Fax the completed form and one proof of death to the National Archives at 314-801-9195.

An acceptable proof of death document is:

- A copy of the death certificate, or
- A copy of the obituary, or
- A signed statement from a funeral planner or director stating that the veteran is deceased

The National Archives is strict about proof of death documentation to protect the identities of living veterans.

3. The requestor may receive copies of documents required for proof of honorable service for burial and military funeral honors at the return fax number listed on the form. To receive a copy by mail, include the return address of the veteran’s next of kin or the funeral home.

For more information about military funeral honors, visit the [Funeral Directors and Planners MilLife Guide](#).

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National Personnel Records Center

Military Personnel Records 1 Archives Drive St. Louis, Missouri 63138

REQUEST FOR MILITARY RECORDS FOR VETERANS BURIAL/FUNERAL BENEFITS

FAX TO 314-801-9195

Provide as much information as possible.

Veteran's full name: _____

Social Security number/service number: _____

Date of birth/place of birth: _____

Branch of service: _____

Approximate dates of military service: _____

Date of funeral, burial or memorial service: _____

Next of kin signature: _____

Next of kin printed name and relationship:

(Spouse, child, mother, father, brother, sister)

PROOF OF DEATH IS REQUIRED TO PROCESS REQUEST

You must provide one of the following proof of death documents: a copy of the working or final death certificate; a copy of the veteran's obituary; or a signed statement by the funeral director stating that the veteran is deceased.

Return fax number and mailing address:

Remember to include:

____ Next of kin signature

____ One proof of death
document

____ Return fax number

____ Return mailing address
(to receive a hard copy)