



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 [Funeral Director's and Planner's Resources](#) article on [militaryonesource.mil](http://militaryonesource.mil) and select the link titled "Defense Department Form 214." Click "Continue" to proceed to the website.
    - Click "Start Request Online."
    - Click "Make a new Request."
    - Answer the two questions and click "Next."
    - When asked, select "Emergency Request."
      - Select "Burial" from the dropdown list.
      - Click the checkbox stating, "I certify this is an emergency as defined above."
    - Click "Continue."
    - Complete the answers 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 314-801-0764.

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.

**FORM ON NEXT PAGE**



## 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 314-801-0764

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

----- Return fax number

----- One proof of death  
document

----- Return mailing address  
(to receive a hard copy)