**How to Request Your DD-214**

* If you do not have an eBenefits account, you need to request your DD-214 using Form SF-180
* Go to <https://www.archives.gov/files/research/order/standard-form-180.pdf> to find the form
* Fill out Section I with your personal information
* In Section II, check the box next to “DD Form 214 or equivalent”
	+ DO NOT check the box next to “I want a **DELETED** copy”- if you check this box, you will have to redo the request
* Under Section III, Question 4, you may write Project Citizenship’s fax number (617) 859-9993. The government will send Project Citizenship a fax in addition to sending you a copy of the form.
* When you are done filling out the form, the quickest way is to fax the form to (314) 801-9195
* Or, mail to: National Personnel Records Center

Military Personnel Records

1 Archive Dr.

St. Louis, MO 63138