

## How to Obtain Military Discharge Documentation

*The following provides contact information for Illinois Military personnel who need to request a copy of the Department of Defense (DOD) Form DD214 or another form, which is equivalent to the DD214 Member 4. To facilitate your request for information, always provide your full name that you used in service, Social Security Number, date of birth, dates of service, branch of service, signature and date on written requests. It may be helpful to also include your place of discharge, last unit of assignment and place of entry into the service.*

Please Note: A DD214 Member 1 is not equivalent to the DD214 Member 4.

### **Current or former members of the U.S. Armed Forces who served on federal active duty**

If you filed a copy with your county or city clerk's office you should contact that office.

Or write or call: Illinois Department of Veterans' Affairs (IL DVA)  
P.O. Box 19432  
Springfield, IL 62794-9432  
Telephone: 217.782.4652

Per IL DVA, the response time is generally within 1-2 days of receipt. The IL DVA will provide a copy designated for the State Director of Veterans Affairs. (Copies are only sent to IL DVA at the request of the veteran.)

Or visit the National Personnel Records Center (NPRC) Website at [vetrecs.archives.gov](http://vetrecs.archives.gov) or to complete a customized order form or request Standard Form SF-180. Be sure to use the address specified by eVetRecs or the instructions on the SF-180.

If you do not have an SF-180, you may send a letter to:

National Personnel Records Center  
9700 Page Avenue  
St. Louis, MO 63132  
Phone: 314.801.0800  
Fax: 314.801.9195

You may also obtain the SF-180 from Federal Information Centers, local Veterans Administration offices, or from veterans service organizations.

Requests must be in writing. The NPRC Website indicates response time is within 10 working days of receipt. The NPRC will provide a DD214 or an NA Form 13038, which is equivalent to the DD214 Member 4.

### **Current active status Reserve or Illinois National Guard Members**

Contact the chain of command at your unit for assistance. An official Reserve Retirement Points Statement or DD Form 220 may be accepted for federal active duty service periods of less than one year if a DD214 was not issued.

### **Former members of the Illinois Army or Air National Guard**

*Requests for an equivalent copy of the DD214 Member 4, an NGB22 and/or NGB23 must be submitted in writing, via mail or fax.*

Write to:	Illinois National Guard Administrative Services 1301 N. McArthur Blvd. Springfield, IL 62702	Fax:	Illinois Army National Guard 217.761.3419
		Fax:	Illinois Air National Guard 217.761.3697

An official Reserve Retirement Points Statement or DD Form 220 may be accepted for federal active duty service periods of less than one year if a DD214, NGB22 or NGB23 were not issued.

### **Also: Illinois military personnel seeking information regarding federal GI Bill Benefits**

Telephone: 888.GIBILL1 (442.4551)  
Information is available online at [gibill.va.gov](http://gibill.va.gov).