

National Personnel Records Center

New address

The National Personnel Records Center has a new address: *National Personnel Records Center, 1 Archives Drive, St Louis, MO 63138-1002*

As a reminder, all retirees and Honorably Discharged veterans should ensure their family knows the location of their military Separation Document (DD Form 214). Separation Documents issued after 1969 may contain a Social Security Number which could be used for identity theft. Storing the Separation Document in a safe deposit box may make it difficult to retrieve immediately upon the death of the retiree or honorably discharged veteran. The better storage locations are:

1-Fire safe in a secure location of the house. Be sure loved ones know the location and have a key or combination.

2-In a watertight food container (Glad, Tupperware) in the refrigerator. Most refrigerators are fire resistant. (As a bonus, everyone has a refrigerator, not everyone has a fire resistant storage box.) Be sure to inform your spouse and relatives where to locate your Separation Document - and any other important papers.

As a reminder, the preferred method of submitting a request to the National Personnel Records Center (NPRC) is via the Internet. Please note that in some cases using a browser other than Internet Explorer may create problems with data entry. As you know, the NPRC provides copies of documents from military personnel records to authorized requesters. Our web-based application will provide better service on these requests by eliminating our mailroom processing time. Also, since the requester will be prompted to supply all information essential for us to process the request, delays that occur when we must go back for more information will be minimized. You may access this application [here](#).

This improved on-line request process should be used INSTEAD OF Standard Form 180 for requests from the veteran or the veteran's next of kin, if possible. Your assistance with this initiative will allow us, and you, to better serve the needs of our veterans. If you do not wish to use the Internet, you should use Standard Form 180. To get a copy of the form click [here](#).