

**Obtaining Copies of DD Form 214  
Or  
Making Changes to DD Form 214  
(Requesting DD Form 215)**

**WRITE TO:**

COMMANDER, UNITED STATES ARMY SOLDIERS  
RECORDS DATA CENTER, ATTN: VETERAN INQUIRY  
BRANCH, 1600 SPEARHEAD DIVISION AVE, FORT  
KNOX, KY 40122

INCLUDE WITH YOUR REQUEST:

1. YOUR FULL NAME
2. SOCIAL SECURITY NUMBER
3. CURRENT PHONE NUMBER
4. DATES OF SERVICE
5. PLACE OF DISCHARGE
6. RETURN ADDRESS
7. REASON FOR REQUEST
8. COPIES OF NECESSARY DOCUMENTS
9. COPY OF DD FORM 215

You can call this number also

toll-free number: 1-888-ARMYHRC (1-888-276-9472)

Customers who prefer electronic mail may contact the HRCC at  
[askhrc.army@us.army.mil](mailto:askhrc.army@us.army.mil)

## **Obtaining Copies of DD Form 214 or making changes to DD Form 214**

Veteran who served on active duty for 90 days or more, you are entitled to a Certificate of Release or Discharge from Active Duty (DD Form 214).

If you were never issued a DD form 214, you may request issuance of a DD Form 214. If you have lost your DD Form 214, and if it is part of your record, a copy is sent to you. If the DD Form 214 is not part of your official military record, but the record contains enough information, HRC issues a replacement DD Form 214. If there is not enough information in your record, HRC issues a Transcript of Military Records (DA Form 1569) or Statement of Service (APRC Form 2496-E). These forms are authorized replacements for the DD Form 214.

Send your requests to:

**Commander  
U.S. Army Human Resources Command  
ATTN: AHRC-PDR-VI  
1600 Spearhead Division Ave  
Fort Knox, KY 40122**

All requests must be submitted in writing including a date and signature or by completing a Request Pertaining to Military Records (SF 180). You can also call this toll free number: 1-888-ARMYHRC (1-888-276-9472).

**<http://www.archives.gov/veterans/military-service-records/>**