

INSTRUCTIONS FOR COMPLETING THE MILITARY DISCHARGE REQUEST FORM

All information must be typed or clearly printed in black or dark ink in order to be accepted and filed. The requester shall complete the following information in accordance with the rules and regulations stated.

Section 1. Record Locator Information.

- a. The full name of the Veteran must be completed.
- b. At least one of the following options must be provided in order to identify the requested record:
Date of Birth - Social Security Number – Service Record # - Branch and Date(s) of Service

Section 2. Number of copies requested.

Each request form is limited to one Military Discharge Record. Up to 4 certified copies are allowed per request. Additional copies may be obtained with the approval of The Recorder of Deeds.

Section 3. Authorized Party requesting copy.

The name, complete mailing address, and the telephone number of the party authorized to make the request must be completed.

Section 4. Authorized Statement.

The requestor must complete 1) Type of authority granted by statute. 2) The requestor must date and sign as the Authorized Party and provide Identification. The Recorder of Deeds may request any additional documentation to verify the requestor’s statutory capacity.

Section 5. Notary Certificate.

If the application is made by mail the request must be notarized. The notary shall complete the notary clause in accordance with state laws. This shall include, but not be limited to an original signature and their seal if applicable.

RECORDER OF DEEDS VERIFICATION OR REJECTION

1. The Recorder of Deeds shall complete the Request Verification of the Request form by:
 - a. Stating the location of the record provided (i.e. book and page, index number, etc.)
 - b. Provide the date the request was completed and filed.
 - c. Sign the Verification.
 - d. Recorder shall maintain and file the original request form.

2. If a request for Military Discharge Paper is incomplete or inaccurate, the Recorder of Deeds may reject the request by:
 - a. Stating the reason under the request rejection
 - b. Provide the date the request was rejected
 - c. Sign or initial the rejection
 - d. The Recorder of Deeds shall keep a copy of the rejected request form and return a copy to the requestor.

3. The Recorder of Deeds shall keep and file all Verifications and Rejections for a period of ten years from the date of request. The Request forms are not public records.

*****FOR RECORDER OF DEEDS OFFICE USE ONLY*****

REQUEST MAILED OR HAND DELIVERED TO: _____
(circle one) (name)

(address)

RECORD LOCATION _____ DATE _____

ROD STAFF MEMBER COMPLETING REQUEST _____

REASON FOR REJECTION OF REQUEST _____