



## **How to Request Military Records for Veterans Burial/Funeral Benefits**

### **1. Print and complete the attached form.**

The form must be signed by the veterans next of kin. Without this signature, the National Archives staff will not process the request.

### **2. Fax the completed form and one proof of death to the National Archives at 314-801-0764.**

Examples of acceptable proof of death documentation include:

- A copy of the death certificate OR
- A copy of the obituary OR
- A signed statement from a funeral planner or director stating the veteran is deceased.

The National Archives is strict about proof of death documentation to protect the identities of living veterans.

### **3. The requestor may receive copies of documents required for proof of honorable service for burial and military funeral honors at the return fax number listed on the form.**

To receive a hard copy by mail, include the return mailing address of the funeral home or veterans next of kin.

**FORM ON NEXT PAGE**



## National Personnel Records Center

Military Personnel Records 1 Archives Drive St. Louis, Missouri 63138

### REQUEST FOR MILITARY RECORDS FOR VETERANS BURIAL/FUNERAL BENEFITS

# FAX TO 314-801-0764

PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE

VETERANS FULL NAME \_\_\_\_\_

SSN/SERVICE NUMBER \_\_\_\_\_

DATE OF BIRTH/PLACE OF BIRTH \_\_\_\_\_

BRANCH OF SERVICE \_\_\_\_\_

APPROXIMATE DATES OF MILITARY SERVICE \_\_\_\_\_

DATE OF FUNERAL, BURIAL OR MEMORIAL SERVICE \_\_\_\_\_

NEXT OF KIN SIGNATURE \_\_\_\_\_

NEXT OF KIN PRINTED NAME AND RELATIONSHIP

\_\_\_\_\_  
(SPOUSE, CHILD, MOTHER, FATHER, BROTHER, SISTER)

### **PROOF OF DEATH IS REQUIRED TO PROCESS REQUEST**

PROOF OF DEATH CAN BE COPY OF WORKING OR FINAL DEATH CERTIFICATE,  
VETERANS OBITUARY OR A SIGNED STATEMENT BY THE FUNERAL DIRECTOR  
STATING VETERAN IS DECEASED

RETURN FAX NUMBER AND MAILING ADDRESS

PLEASE REMEMBER TO INCLUDE

\_\_\_\_ NEXT OF KIN SIGNATURE

\_\_\_\_ PROOF OF DEATH

\_\_\_\_ RETURN FAX NUMBER

\_\_\_\_ RETURN MAILING ADDRESS

(TO RECEIVE HARD COPY)