

Why Should I Record My DD-214 Paperwork?

Recording your DD-214 paperwork can save you a lot of headaches in the future. You will need certified copies of your discharge paperwork if you are applying for jobs, schools or other veteran benefits. You have one set of discharge papers...

recording them not only safeguards them, but allows you to get certified copies. These certified copies act exactly like your original paperwork and allow you to give out multiple copies to many different sources.



Scan here to register for your FREE Honor Rewards card and receive discounts from our participating businesses and retailers.

Veterans Assistance Commission

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RECORDING **DD-214**
YOUR



Let **us** help secure
your discharge papers
for your security &
convenience.



KAREN A. STUKEL
Will County Recorder of Deeds

Your Service, Your Benefits: Safeguard Them

The Report of Separation contains information normally needed to verify military service for benefits, retirement, employment, and membership in veterans' organizations. Information shown on the Report of Separation may include the service member's:

Date and place of entry into active duty

Home address at time of entry

Date and place of release from active duty

Home address after separation

Last duty assignment and rank

Military job specialty

Military education

Decorations, medals, badges, citations, and campaign awards

Total creditable service

Foreign service credited

Separation information (type of separation, character of service, authority and reason for separation, separation and re-enlistment eligibility codes)

Who Is Entitled to a Copy of a Veteran's DD-214?

The Privacy Act of 1974 limits access to a veteran's DD-214 to only the service member (either past or present) or the member's legal guardian; only these persons will have access to almost any information contained in that member's own record. Others requesting information from military personnel/health records must have the signed authorization of the service member or legal guardian.

In 2004, Public Act 093-0468 was established to protect the rights of veterans, meaning a recorded military discharge or DD-214 is no longer considered public information and is not available for public viewing. The service person is always welcome at the Recorder's office to retrieve copies when needed, however if a spouse or family member is in need we suggest they use the services of the Veterans Assistance Commission to acquire this information. They will obtain the records and also be able to assist with any other services you might be needing.



The Defense Department issues to each veteran a DD-214, identifying the veteran's condition of discharge – honorable, general, etc.

How Do I Record My DD-214 in the County Recorder or Registrar's Office?

Bring in your DD-214 paperwork after your separation date shown on your paperwork.



Bring in a picture ID.



Make sure that you record your DD-214 in a convenient county. A county where you will remember the location.



Recording your DD-214 as well as getting copies and certified copies are free, so please ask for what you will need when you visit the office.

