

**COURT ORDER REQUIREMENTS**OBTAINING FEDERAL PERSONNEL AND MEDICAL RECORDS  
(MILITARY OR CIVILIAN) PURSUANT TO COURT ORDER OR  
SUBPOENA

NAME OF SUBJECT OF RECORD

SSAN/SN

DATE OF INQUIRY

Your subpoena is being returned without action because it does not meet all the requirements outlined below.

Access to military or civilian personnel and medical records on file at the National Personnel Records Center, St. Louis, Missouri, may be gained pursuant "to the order of a court of competent jurisdiction." Valid court orders should be addressed to this Center. Subpoenas qualify as orders of a court of competent jurisdiction only if they have been signed by a judge. To be valid, court orders must also be signed by a judge. Authority for these requirements is 5 U.S.C. 552a(b)(11), as interpreted by Doe vs. DiGenova, 779 F. 2d 74 (D.C. Cir. 1985), and Stiles vs. Atlanta Gas and Light Company, 453 F. Supp. 798 (N.D. Ga. 1978).

Please furnish the address of the clerk of the court so that photocopies may be furnished in the form of a certificate under seal to the clerk of the court issuing the order. Or, the photocopies may be sent to a recipient other than the clerk of the court as long as the order of the court names another recipient and gives the appropriate address. Under applicable Federal law, photocopies so certified shall be admitted into evidence as original records 44 U.S.C. Sec. 2116(b). It is also helpful to furnish the names and addresses of attorneys involved.

The court order must describe the records and information desired in sufficient detail to identify them with accuracy. A minimum of detail would include as many of the following as possible: the complete name, service number, social security number, date of birth, branch of service or Federal agency by which employed, and dates of military service (active, reserve, or retired) or of Federal employment. If clinical treatment records are needed, include also the dates, places, and type(s) of treatment given.

The court order should be addressed and sent by mail to either of the following addresses, as appropriate:

Director  
National Personnel Records Center, NARA  
(Military Personnel Records)  
9700 Page Avenue  
St. Louis, MO 63132-5100

Director  
National Personnel Records Center, NARA  
(Civilian Personnel Records)  
111 Winnebago Street  
St. Louis, MO 63118-4199

As an alternative to obtaining a court order, you may obtain certified copies of military or civilian personnel and medical records by providing the signed and dated release authorization of the subject of the record. The release authorization must be dated within the last year and must state specifically that the documents may be released to you.

**PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT**

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. The information requested on this form is being collected and used by the National Personnel Records Center to ensure that the requirement is met to obtain either a court order or a release from the veteran before access to military and civilian personnel and medical records is granted. Public burden reporting for this collection of information is estimated to be fifteen minutes per response, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS SHOWN BELOW.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prepared by

Operations Branch       Reference Service Branch

NATIONAL PERSONNEL RECORDS CENTER

Military Personnel Records       Civilian Personnel Records  
9700 Page Avenue                      111 Winnebago Street  
St. Louis, MO 63132-5100              St. Louis, MO 63118-4199