2. WHAT YOU NEED TO DO:
- Fill out page 2 of this form (NA Form 13075) as completely as possible, as well as any other form(s) you may have received with this one, such as Standard Form (SF) 180 and NA Form 13055;
- Attach copies of any papers you have that relate to the requested military service, such as military orders, award citations, and military addresses as shown on letters mailed home; and
- Send the above item(s) to the National Personnel Records Center at the address shown below or fax to (314) 801-9195.

If we do not receive this information from you within 30 days, your request will be closed without further reply.

3. FEE FOR ARCHIVAL RECORDS: A fee is often required for copies of documents from an archival record. An archival record is one that was transferred to the legal custody of the National Archives and Records Administration (NARA) 62 years after the subject of the record was discharged or retired, or died in service. Archival records are open to the public. Access to archival records does not require written authorization from the veteran or next-of-kin. You will be notified if there is a charge associated with information from the record you are requesting.

4. MEDALS INFORMATION: Are you requesting military service medals only? If so, do you have a copy of the Report of Separation (DD Form 214, WDAGO Form 53-55, etc.) and other military papers that show which medals were earned? If you send such information about medals, you do not need to fill out this NA Form 13075; however, you must return page 2 (with the barcode) so that we can locate your original request. Finally, if possible, please send a list of the names and locations of all military units or "outfits" to which the veteran was assigned, including dates, while on active duty. This may help determine eligibility for "unit" awards.

Special provisions when a record is archival: Only requests from veterans for replacements of awards will be processed without a fee. All other requesters will be given the opportunity to purchase copies of available archival records in the custody of the National Archives and Records Administration (NARA). We will not verify entitlement to medals, provide specific documents, or extract awards information for anyone other than the veteran when the record is archival.
QUESTIONNAIRE ABOUT MILITARY SERVICE

Please complete this form to the best of your ability.

Name(s) used during service (and nicknames, if any):
Last   First    Middle

Branch of Service:
- [ ] Army
- [ ] Air Force
- [ ] Navy
- [ ] Marine Corps
- [ ] Coast Guard

Veteran’s Social Security Number: Date of Birth: City and State (Country) of Birth:

Served as:
- [ ] Officer
- [ ] Enlisted

If enlisted:  [ ] volunteered  [ ] drafted

Serial/Service number(s):

Home Address:
When entered service: Street
When released from active duty:
City    County    State

Was service six months active duty for training only?  [ ] Yes  [ ] No

Final Rank:
City    County    State

Selective Service:  Local Board Number  City  State  Veteran’s Selective Service Number

Names of close relatives when military service began (parents, siblings, spouse, children):

Place of Enlistment or Induction (where veteran took oath of service, such as examining station, reception center, or place of basic training.) Show name of military facility, city, state:

Place of basic training and month/day/year began (if different from place and date shown on line above):

Type of military assignment (infantry, airborne, engineer, bombers, fighters, supply, maintenance, food service, etc.):

Last military organization and location (show full unit designations, such as army, division, regiment, battalion, company):

Separation Station (if this service member was released at a separation station after leaving the last “permanent” organization or “unit”, include location of separation station):

Month/Day/Year began active duty:

Month/Day/Year of any reenlistment(s) (include full designation and location of unit to which assigned at that time):

Date of Death (if veteran is deceased):

Did the veteran ever:

a. File a claim for VA benefits?  [ ] No  [ ] Yes  [ ] Don’t Know
If yes, show VA Claim Number:

b. Serve in the Reserves after release from active duty period shown above?  [ ] No  [ ] Yes  [ ] Don’t Know
If yes, show branch of service show mo/yr from to

c. Receive a state bonus for military service?  [ ] No  [ ] Yes  [ ] Don’t Know
If yes, show state mo/yr paid

d. Serve in the National Guard?  [ ] No  [ ] Yes  [ ] Don’t Know
If yes, show state Army  [ ] Air
show mo/day/yr from to

e. Retire from any military service branch?  [ ] No  [ ] Yes  [ ] Don’t Know
If yes, show branch of service show mo/yr retired

f. Spend time on the Temporary Disability Retired List (TDRL)?  [ ] No  [ ] Yes  [ ] Don’t Know
If yes, show branch of service show mo/day/yr from to

g. Serve active duty in any other military service branch in later years?  [ ] No  [ ] Yes  [ ] Don’t Know
If yes, show branch of service show mo/day/yr from to

h. Work for the Federal Government as a civilian?  [ ] No  [ ] Yes  [ ] Don’t Know
If yes, show agency name show city/state show mo/day/yr from to

Purpose:  (Optional – An explanation of the purpose of this request is strictly voluntary.)

Relationship to veteran in question:

SIGNATURE:  TODAY’S DATE:  DAYTIME PHONE NUMBER:  (  )

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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