

RELEASE OF INFORMATION

RE:

NOTE: PLEASE BE SURE TO ENCLOSE THIS FORM AND ALL OF THE ATTACHED PAPERS IF YOU WRITE TO US AGAIN ON THIS SUBJECT.

THE REPLY TO YOUR INQUIRY WILL BE FOUND IN THE CHECKED ITEM(S).

Under the provisions of the Privacy Act of 1974, we must have the written consent (signature) of the individual whose records are involved before considering your request. If the individual is a minor dependent of a veteran, the parent or legal guardian must sign the release. If the person is mentally incompetent, the legal guardian must sign the release. (The legal representative or guardian should send us a copy of the court appointment.) Although the Privacy Act does not apply to the records of deceased individuals, Department of Defense instructions indicate that we must have the written consent of the next of kin if the individual is deceased. For the purposes of the release authorization, the next of kin is defined as any of the following: unremarried widow or widower, son, daughter, father, mother, brother, or sister. The signature must be dated if the veteran or deceased veteran's next of kin wants the records or information released to someone else. This authorization will be valid for one year.

The veteran may possess a copy of the DD Form 214, Report of Separation. This form is given to each person completing active duty, and contains a summary of the veteran's military service. If a copy is not available from the veteran, or if the copy does not contain the specific information you need, please be sure to include the veteran's signed authorization when you resubmit your request.

The authorization to release the records/information must have been signed less than a year ago. Please provide a newly-dated signature and we will issue a response as soon as possible. We regret any inconvenience.

We cannot honor an authorization that has been passed from one company/agency to another. Please send us an authorization signed by the veteran that specifically names your agency/company as entitled to receive copies or information from the veteran's military file.

If your company/agency is the duly authorized representative of the organization named in the veteran's authorization, you may satisfy the release authorization requirements of this Center by sending us a letter from the authorized organization that names your company/agency as its representative.

The following is suggested as an example of an acceptable authorization: "I authorize the National Personnel Records Center, or other custodian of my military service record, to release to (your name or that of your company/organization) the following information and/or copies of documents from my military service record." Then complete the authorization by specifying the information and/or documents(s) requested.

We are unable to determine what information or documents(s) you want. Please send us a detailed statement outlining the specific information or document(s) needed.

The information or documents(s) you have requested may be released only under certain conditions. Please explain the purpose for which you intend to use what you have requested.

If legal proceedings are pending, please inform us of the nature of the action and whether the United States is a party.

The military record needed to answer this inquiry is not in our files. If the record were here on July 12, 1973, it would have been in the area that suffered the most damage in the fire on that date and may have been destroyed. Alternate record sources are available which often can be used to reconstruct the information or document required. Please complete the attached form(s) as thoroughly as possible and return it (them) to this Center.

Birth certificates for persons born in the United States usually can be obtained from the office that maintains vital statistics/records in the state in which birth occurred. If the birth occurred outside the United States, the certificate may be available from Passport Services, Correspondence Branch, Department of State, 1111 19th St., NW., Suite 510, Washington, DC 20522-1705.

DATE: 12-26-96

S. Hael

- For the Chief,
- Army Reference Branch
 - Air Force Reference Branch
 - Navy Reference Branch
 - Records Reconstruction Branch
 - Military Operations Branch

NATIONAL PERSONNEL RECORDS CENTER
(Military Personnel Records)
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Jim Dressinger

