



Sarah Turner
Pickaway County
Recorder

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MILITARY DISCHARGE RECORDS

In Ohio you can record your DD-214 Form in your County Recorder's Office. You can register your **original or certified** DD-214 Form with your County Recorder as soon as you separate from the Service or anytime thereafter, for no fee. Once recorded, you can always access and retrieve copies when needed with the appropriate identification.

By law, the Recorder's Office will need an original or certified copy of your DD-214 to be able to record your document. If you do not have your original or a certified copy, you can contact your local Veterans Service to see if they have access to your DD-214 that they can certify for you, or you can request a new discharge from the National Archives of Veteran's Service Records.

Pickaway County Veteran's Services:

PH #: 740-474-3650

Address: 141 W. Main St., STE 300, Circleville, OH 43113

National Archives of Veteran's Service Records (NPRC):

PH #: 314-801-0800 FX #: 314-801-9195

Mailing Address: National Personnel Records Center, Military Personnel Records
1 Archives Dr., St. Louis, MO 63138

Web Address: WWW.archives.gov/veterans/military-service-records

(We suggest calling each office first to see what is needed for them to assist you)

The Pickaway County Recorder's Office encourages Veterans to have their military discharge papers (DD-214) recorded for safe keeping for easier and more timely access.

Your Certificate of Release or Discharge from Active Duty (DD-214 Form) is one of the most important documents that the service will give you. It is your key to participation in all Department of Veterans Affairs (VA) programs as well as several State and Federal programs.

Including but not limited to:

*Disability Compensation

*Vocational Services

*Vocational Services

*Home Loans

*Loan Guaranty Services

*Insurance Services

*Burial & VA Cemeteries

To obtain a new Veteran's ID card, please contact your local Veteran's Services for the step-by-step process and to see if you qualify. A Recorded copy of your DD-214 as well as a filled out 'Pickaway County ID Prep Sheet' that has the Recorder's Office recording information and Recorder's Office employee initials, are *required* for the Veteran's Services to make an ID card for you. 'Prep Sheets' are available at the Veteran's Service Office and at the Recorder's Office. Once you have a copy of your Discharge and 'Prep Sheet' from the Recorder, you will take it to the Veteran's Services and they can make you an ID.

BE ADVISED:

THERE IS **NEVER** A FEE FOR RECORDING A MILITARY DISCHARGE RECORD OR FOR AUTHORIZED PARTIES TO OBTAIN CERTIFIED COPIES FROM THE RECORDER'S OFFICE. **PLEASE BE AWARE THERE ARE SCAMMERS WHO WILL TRY TO CHARGE FOR THESE.** THEY MAY 'GUARANTEE' FASTER SERVICE- **THIS IS A SCAM.** BE SURE TO CONTACT YOUR LOCAL VETERAN'S SERVICES AND RECORDER'S OFFICE **FIRST** IF YOU ARE CONTACTED BY SOMEONE TRYING TO SELL YOU THEIR SERVICES FOR DD-214 RECORDING OR RETRIEVAL.

Military discharges have **RESTRICTED** public access. ORC 317.24 allows authorized parties to request copies of recorded military discharges. Proper identification of authority **MUST** be presented to view and receive copies.

Authorized parties include:

- The actual Veteran (**Copy of ID**)
- County Veteran's Service Officer or designee
- Person with Power of Attorney for the Veteran (**Copy of POA & ID**)
- Person authorized by a Court (**Copy of Court documentation & ID**)
- An Executor, Administrator, or heir of the Veteran's Estate (**Copy of Probate form & ID**)
- Funeral Home Director or designee

Copies of DD-214's must be requested in person at the Pickaway County Recorder's Office by an authorized individual. Please have identification with you such as a driver's license and/or other documentation listed above that gives you authority.

A recorded discharge is NOT a public record for a period of seventy-five (75) years after the date of recording. After this time period, a DD-214 may only be made available to you in redacted form. Including only name, rank, date of birth, date of discharge and type of discharge. Unauthorized persons will also be subject to a two dollar (\$2.00) per page charge.