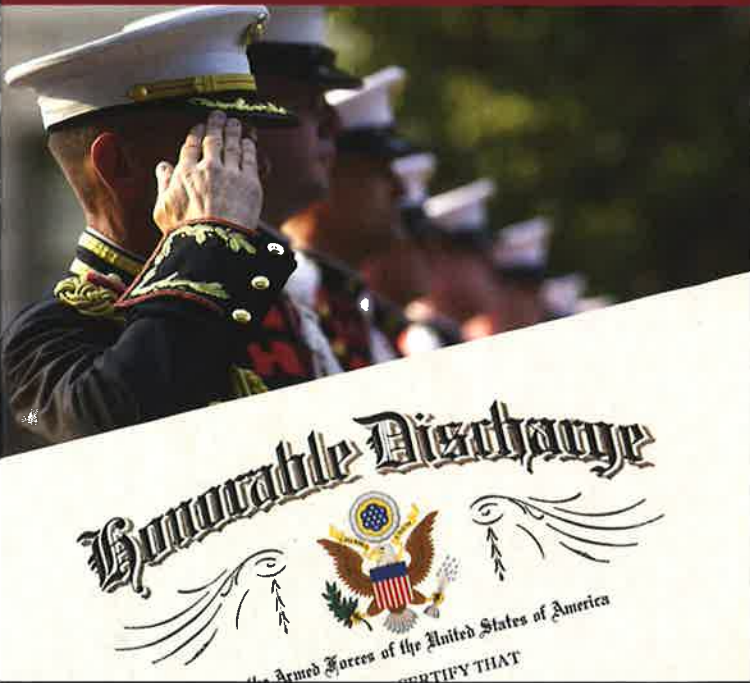


WHY SHOULD I RECORD MY DD-214 PAPERWORK?

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.



CLERK OF THE
CIRCUIT COURT
FOR HARFORD COUNTY
MICHELLE KARCZESKI

THANK YOU

TO OUR VETERANS FOR YOUR SERVICE



CLERK OF THE CIRCUIT COURT
FOR HARFORD COUNTY
MICHELLE KARCZESKI

20 W. Courtland Street
Bel Air, MD 21014



1-800-989-8296



michelle.karczeski@mdcourts.gov

RECORDING YOUR DD-214



Let us help you secure your
discharge papers for your
security and convenience.

WHY SHOULD I RECORD MY DD-214 PAPERWORK?

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)

EXEMPT: Check box in the space below which are not applicable

1. LAST NAME - FIRST NAME - MIDDLE NAME		2. SERVICE NUMBER		3. GRADE, RATE OR RANK		4. DATE OF BIRTH (Day Month Year)	
5. DEPARTMENT, COMPONENT AND BRANCH (ON CLASS) & PLACE OF BIRTH (City and State or Country)							
6. DATE		7. PAY	8. COLOR BAR	9. COLOR STRIP	10. HEIGHT	11. WEIGHT	12. TYPE OF SERVICE
13. HIGHEST LEVEL OF EDUCATION LEVEL ATTAINED		14. MAJOR COURSE OF STUDY					
15. TYPE OF SEPARATION OR DISCHARGE				16. BRANCH OR INSTALLATION AT WHICH EFFECTED			
17. REASON AND AUTHORITY		18. EFFECTIVE DATE	19. DATE	20. MONTH	21. YEAR	22. TYPE OF CERTIFICATE ISSUED	
23. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		24. CHARACTER OF SERVICE		25. TYPE OF CERTIFICATE ISSUED			
26. SELECTIVE SERVICE NUMBER		27. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY AND STATE		28. DATE PRODUCED		29. DATE	
30. FROM TO QUALIFY FOR VA BENEFITS							
31. SERVICE DATE, OR DATE AT TIME OF ENTRY (RE-ENLISTMENT NOTICE SERVICE)		32. PLACE OF ENTRY (INSTALLATION ACTS) SERVICE, CITY AND STATE		33. TERM OF SERVICE (Years)		34. DATE OF ENTRY	
DAY	MONTH	YEAR	<input type="checkbox"/> UNLIMITED (Other than Army)	<input type="checkbox"/> LIMITED	DAY	MONTH	YEAR

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.

Veterans and their next of kin can also request a copy of a service member's DD-214, Certificate of Release or Discharge from Active Duty from the National Archives: www.archives.gov/veterans



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 CLERK'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.

