

The background of the entire page is a close-up, slightly blurred image of the American flag, showing the stars and stripes in blue, white, and red. The text is overlaid on this background.

# **Recording Your DD-214**

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

**Kankakee County Recorder  
Lori Gadbois**



# Your Service, Your Benefits: Safeguard Them

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 reenlistment eligibility codes)

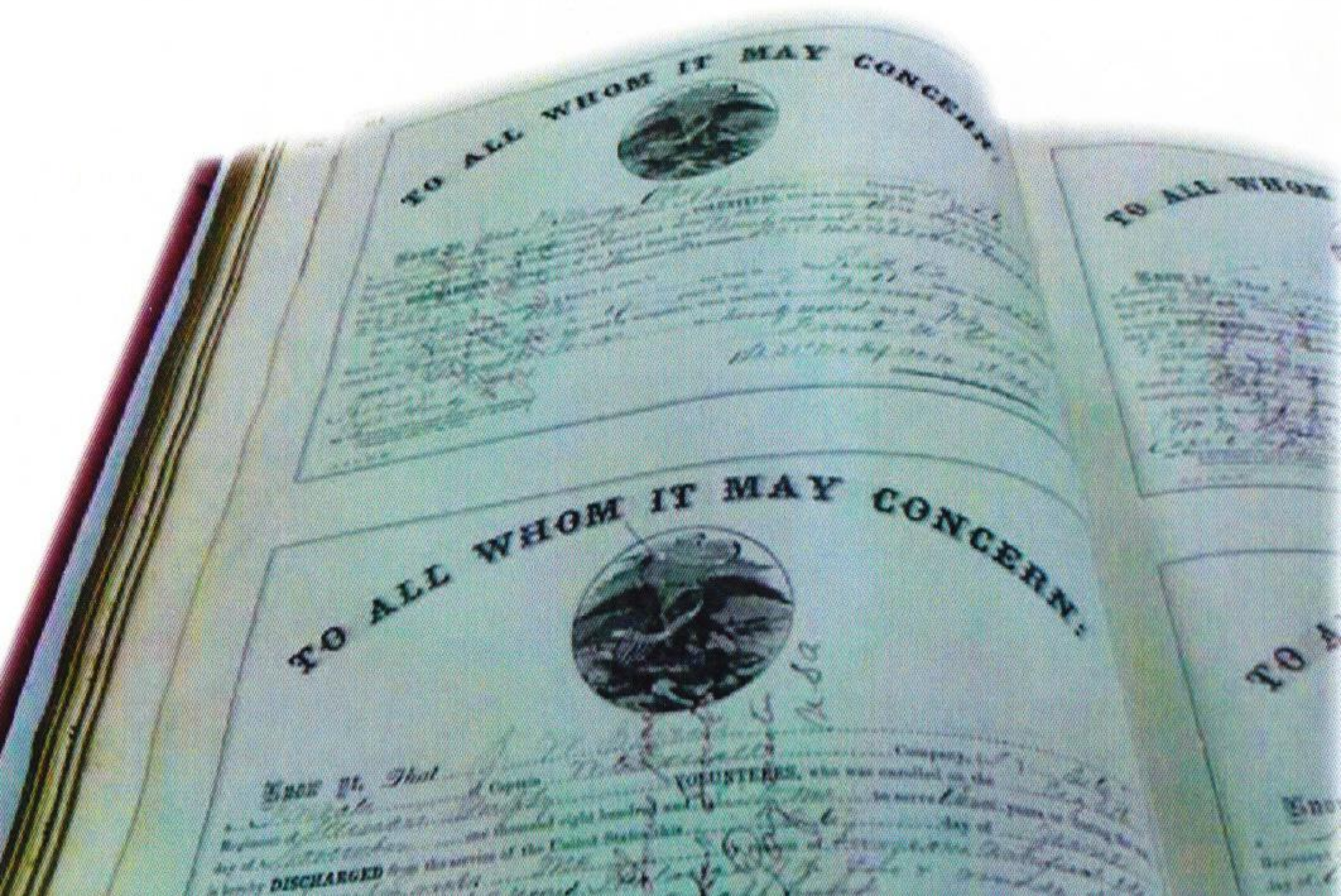
This is an optional document  
containing information

1. LAST NAME (First name middle initial)		2. SERVICE NUMBER		3. SOCIAL SECURITY NUMBER		
4. DEPARTMENT, COMPONENT AND BRANCH OF SERVICE ARMY RA SIG		5. GRADE, RATE OR RANK SP4	6. PAY GRADE E7	7. DATE OF ENTRY 29	8. MONTH OCT	9. YEAR 69
10. TYPE OF ENTRY REG REG	11. PLACE OF ENTRY (City and State or Country) TEXAS		12. DATE OF ENTRY 29	13. MONTH OCT	14. YEAR 69	
15. TYPE OF SEPARATION OR RELEASE TSP TO USAR (SEE 16)		16. PLACE OF SEPARATION OR RELEASE FT BEN NJ		17. DATE OF SEPARATION OR RELEASE 31		
18. REASON AND AUTHORITY AN 635-200 EPH 411 EARLY DEP FR OC		19. TYPE OF SEPARATION OR RELEASE EVC SENT TO IN (IN ARMY CHARGE)		20. TYPE OF SEPARATION OR RELEASE RECEIVABLE		
21. TYPE OF SEPARATION OR RELEASE TSP TO USAR OTH CP (INEX) USAC ST LOUIS MO		22. TYPE OF SEPARATION OR RELEASE RECEIVABLE		23. TYPE OF SEPARATION OR RELEASE RECEIVABLE		



# 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.





# 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. The service person is always welcomed in the Recorder's office to retrieve copies when needed, however if a spouse or family member is in need we suggest they use the services of the Veterans Assistance Commission to acquire this information. They will obtain the records and also be able to assist with any other services you might be needing.



*The Defense Department issues to each veteran a DD-214, identifying the veteran's condition of discharge - honorable, general, etc.*

## Veterans Assistance Commission

135 N. Schuyler  
Kankakee, IL 60901  
Phone 815-937-8489  
Fax 815-937-3655

## How Do I Record My DD-214 In The County Recorder Or Registrar'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.