



Raleigh County Clerk
215 Main Street | Beckley, WV 25801
Phone: (304) 255-9123
countyclerk@raleighcounty.com

Application for Certified Copy of Military Discharge Record (DD-214)

Important- proper identification is required to access DD-214 records. The requester must submit a copy of acceptable identification (see list below).

Name on the DD-214:
(First, Middle, Last)

Deceased: Living:

According to WV Code §7-1-3LL Military discharge records are stored in a secure manner, rendering the records unavailable to the public. The public; however, does have access to the Military Discharge Index.

Military Discharge Records may be copied or inspected only by the following:

- The person of the record
- The duly qualified conservator or guardian of the person of the record
- The duly qualified executor or administrator of the estate of the person of the record, if deceased, or, in the event no executor or administrator has qualified the next of kin of the deceased person
- An attorney, attorney-in-fact, or other agent or representative of any of the persons described
- A duly authorized representative of an agency or instrumentally of federal, state, or local government seeking the record in the ordinary course of performing its official duties
- The clerk may permit access to discharge certificates or reports of separation of active duty of deceased persons for bona fide genealogical or other research purposes

Requestor's Relationship:
(Conservator/Guardian
must submit custody order)

Other:
(Describe)

*I understand that making a **FALSE** application for a DD-214 is a **FELONY** under state and federal law and consent that entering my name below is a form of electronic signature certifying that this application is true and accurate.*

Signature of Requester:

Date:

Printed Name:

Telephone:

Reason for Request:

PRIMARY LIST of acceptable identification documents (list may change without prior notice)

1. **Photo Driver's License issued by US DMV office** – unexpired or expired for not more than one year
2. **Photo Learners/Instruction Permit issued by US DMV office** – unexpired or expired for not more than one year
3. **Photo Identification Card issued by US DMV office** – unexpired or expired for not more than one year
4. **Current Photo Identification Card** – (school, employment). Check Cashing Cards are not acceptable
5. **Military Card** – unexpired – active duty or retired member
6. **U.S. Passport** - unexpired

Mail requested copy/copies to
(requester's name and mailing address):

Completed request form may be emailed to
countyclerk@raleighcounty.com

or printed and mailed to:

Raleigh County Clerk | Attn: Vital Registration
215 Main Street | Beckley, WV 25801

Please allow 2-3 business days for processing.

Remember to include a copy of your identification.