

## **DD214 Procedure**

### **If the Veteran is living and cannot come in:**

1. The next of kin must provide a power of attorney or;
2. The next of kin must have a sworn affidavit by the Veteran notarized in the presence of two (2) witnesses that he/she has been granted the authority to receive a copy of the Veteran's discharge papers along with;
3. The driver's license of the next of kin who is requesting the papers.

(Make a copy of the power of attorney/affidavit and the driver's license and place in the file once a copy is received by the next of kin)

### **If the Veteran is living, cannot appear, and has no relative to pick up a copy:**

1. The Veteran must mail in a sworn affidavit **notarized** in the presence of two (2) witnesses stating that:
  - a. He/she is incapacitated and unable to appear.
  - b. Requests our office to mail a certified copy of the DD214.
2. The Veteran must also provide a copy of his/her driver's license.

### **If the Veteran is deceased and buried:**

1. The next of kin must provide a copy of the death certificate (preferably) or a copy of the obituary along with;
2. The driver's license of the next of kin who is requesting the papers.

(Make a copy of the death certificate/obituary and the driver's license and place in the file once a copy is received by the next of kin.)

**If the Veteran is deceased, but not yet buried:**

1. Contact the funeral home handling arrangements for confirmation of next of kin and;
2. The driver's license of the next of kin who is requesting the papers.

(Make a copy of the driver's license and place in the file once a copy is received by the next of kin.)

**If the Veteran is NOT deceased, but unable to write/communicate:**

1. Relative of the Veteran must come in and request the DD214.
2. The driver's license of the relative is to be provided and a copy made by the Clerk's office.
3. The relative must sign the DD214 Affidavit provided by the Clerk's office.