ISAC
Illinois Student Assistance Commission

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Deerfield, IL 60015-5209
800.899.ISAC (4722)
Email: isac.studentservices@illinois.gov

How to Obtain Military Discharge Documentation

The following provides contact information for Illinois Military personnel who need to request a copy of the Department of Defense (DOD) DD Form 214 Member-4 or another form, which is equivalent to the DD Form 214 Member-4. To facilitate your request for information, always provide your full name that you used in service, Social Security number, date of birth, dates of service, branch of service, signature and date on written requests. It may be helpful to also include your place of discharge, last unit of assignment and place of entry into the service.

Please Note: A DD Form 214 Member-1 is not equivalent to the DD Form 214 Member-4.

Current or former members of the U.S. Armed Forces who served on federal active duty
If you filed a copy with your county or city clerk's office you should contact that office.

Or write or call: Illinois Department of Veterans' Affairs (IL DVA)
P.O. Box 19432
Springfield, IL 62794-9432
Telephone: 217.782.4652

The IL DVA will provide a copy designated for the State Director of Veterans Affairs. (Copies are only sent to IL DVA at the request of the veteran.)

Or visit the National Personnel Records Center (NPRC) website at **vetrecs.archives.gov** to complete an order form or request Standard Form SF-180. Be sure to use the address specified by eVetRecs or the instructions on the SF-180.

If you do not have an SF-180, you may send a letter to:

National Personnel Records Center
1 Archives Dr
St. Louis, MO 63138
Phone: 314.801.0800
Fax: 314.801.9195

You may also obtain the SF-180 from local Veterans Administration offices or from veteran's service organizations.

The NPRC will provide an equivalent DD Form 214 Member-4 or an NA Form 13038, which is equivalent to the DD Form 214 Member-4. (The NA Form 13038 does not provide Home of Record or Mailing Address After Separation.)

Current or former active status Reserve or Illinois National Guard Members

Contact the chain of command at your unit for assistance. An official Reserve Retirement Points Statement or DD Form 220 may be accepted for federal active duty service periods of less than one year if a DD Form 214 Member-4 was not issued or is not available.

Former members of the Illinois Army or Air National Guard

Requests for an equivalent copy of the DD Form 214 Member-4, an NGB Form 22 and/or 23 must be submitted in writing, via mail or fax.

Write to: Illinois National Guard
Administrative Services
1301 N. McArthur Blvd.
Springfield, IL 62702

Illinois Army National Guard
Fax: 217.761.3419

Illinois Air National Guard
Fax: 217.761.3697

An official Reserve Retirement Points Statement or DD Form 220 may be accepted for federal active duty service periods of less than one year if a DD Form 214 Member-4, NGB 22 and/or NGB 23 were not issued or are not available.