



**CLERK OF THE
CIRCUIT COURT
FOR HARFORD COUNTY
MICHELLE KARCZESKI**

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?

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.



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)

LEGEND: Insert X/A to the items below which are not applicable

PERSONAL DATA	1. LAST NAME - FIRST NAME - MIDDLE NAME		2. SERVICE NUMBER	3. a. GRADE, RATE OR RANK	b. DATE OF RANK (Day, Month, Year)		
	4. DEPARTMENT, COMPONENT AND BRANCH OR CLASS		5. PLACE OF BIRTH (City and State or Country)			6. DATE OF BIRTH DAY MONTH YEAR	
	7a. RACE	b. SEX	c. COLOR HAIR	d. COLOR EYES	e. HEIGHT	f. WEIGHT	8. U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO
TRANSFER OR DISCHARGE DATA	10a. HIGHEST CIVILIAN EDUCATION LEVEL ATTAINED		b. MAJOR COURSE OR FIELD				
	11a. TYPE OF TRANSFER OR DISCHARGE			b. STATION OR INSTALLATION AT WHICH EFFECTED			
	c. REASON AND AUTHORITY				d. EFFECTIVE DATE	DAY MONTH YEAR	
SELECTIVE SERVICE DATA	12. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			13a. CHARACTER OF SERVICE		b. TYPE OF CERTIFICATE ISSUED	
	14. SELECTIVE SERVICE NUMBER		15. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY AND STATE			16. DATE INDUCTED DAY MONTH YEAR	
	17. DISTRICT OR AREA COMMAND TO WHICH RESERVE/ST TRANSFERRED						
	18. TERMINAL DATE OF RESERVE OBLIGATION DAY MONTH YEAR		19. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION a. SOURCE OF ENTRY <input type="checkbox"/> ENLISTED (First Enlistment) <input type="checkbox"/> ENLISTED (Prior Service) <input type="checkbox"/> REENLISTED <input type="checkbox"/> OTHER:			b. TERM OF SERVICE (Years)	c. DATE OF ENTRY DAY MONTH YEAR
20. PRIOR REGULAR ENLISTMENTS		21. GRADE, RATE, OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SERVICE		22. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State)			

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

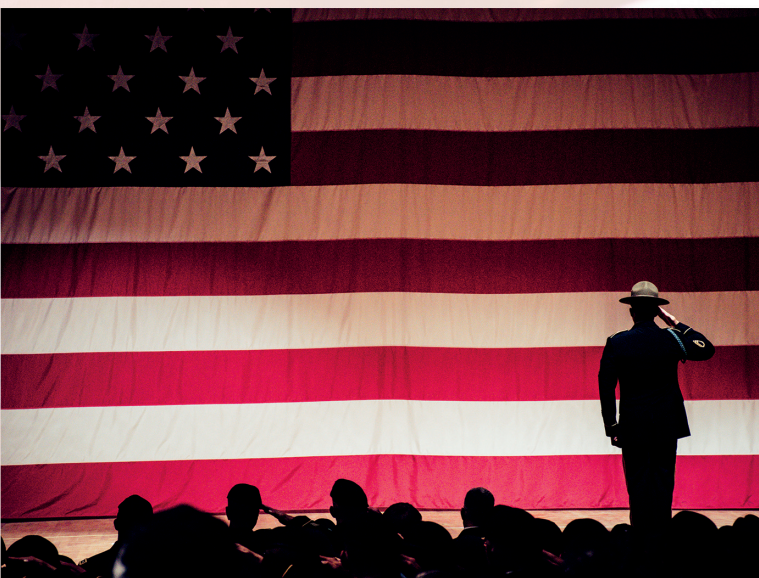


The Defense Department issues to each veteran a DD-214, identifying the veteran's condition of discharge – honorable, general, etc.

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.



THANK YOU

TO OUR VETERANS FOR YOUR SERVICE



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