



Office of the Monongalia County Clerk

Carye L. Blaney, County Clerk

243 High St., Courthouse Room 123

Morgantown, WV 26505-5491

(304) 291-7230 fax: (304) 291-7233



Military Discharge (DD-214) Record Request Form

I hereby request access to the military discharge record(s) of the following individual: _____

(Check one)

- "I am the person of record."
- "I am a duly qualified conservator or guardian of the person of record."
- "I am a duly qualified executor or administrator of the estate of the person of record, if deceased."
- "I am the next of kin of the deceased person of record."
- "I am the attorney, attorney-in-fact or other agent or representative of:
- a. the person of record;
 - b. the duly qualified conservator or guardian of the person of record;
 - c. the qualified executor or administrator of the estate of the person of record;
 - d. the next of kin of the deceased person of record."
- "I am a duly authorized representative of an agency or instrumentality of federal, state, or local government seeking the record in the ordinary course of performing official duties."
- "Because time is of the essence, I need to make arrangements for funeral or medical care."
- "I need access to discharge certificates or reports of separation from active duty of deceased persons for bona fide genealogical or other research purposes."

Required Applicant Information:

Name: _____ Photo ID #: _____

Address: _____

Phone Number: _____ Email Address: _____

Signature of Applicant _____ Date: _____

State of _____, County of _____

This instrument was acknowledged before me this _____ day of _____, _____.

Signature of Notary Public: _____

My Commission Expires: _____

***A state or federal photo ID must be attached to the application. If you are the person of record no notary is required. WV Code 7-1-3LL**