



# REQUEST FOR DD 214

To obtain a copy of a DD 214,  
please complete this Request Form.

OFFICE OF THE COUNTY CLERK AND RECORDER

SUSAN L. BAILEY COUNTY CLERK

231 Ensign Street ~ P.O. Box 1399 Fort Morgan CO, 80701 970-542-3521

Generally the Colorado Open Records Act permits access to a variety of information. However, such access is denied when it would be contrary to any State or Federal statute or regulations (CRS 24-72-204).

While Colorado permits member of the military, who have separated from service, to file their DD 214 at no cost with the Clerk and Recorder, federal law (5 USC 552(b)(6)) restricts access to such personnel, medical & similar files.

The National Archives and Records Administration (NARA) has formulated certain requirements for the dissemination of military records such as the DD 214, and this office adopts those requirements.

Copies of DD 214's are available to Veterans and next-of-kin of deceased veterans. Next-of-kin are the unmarried widow or widower, son or daughter, father or mother, brother or sister of the deceased veteran.

Authorized third party requesters, e.g. lawyers, doctors, historians, etc., may submit requests for copies of a DD 214 from individual records with the veteran's (or next of kin's) signed and dated authorization.

Photo identification of authorized requestor is required in order to process request.

Please check which box applies to you:

Veteran

Next-of-Kin

Relationship: \_\_\_\_\_

Third Party Requester

Title/Name: \_\_\_\_\_

"I Authorize the Morgan County Clerk & Recorder to release to

\_\_\_\_\_ a copy of my DD 214."

Veteran's Name: \_\_\_\_\_

Veteran's Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk

2-17-15