

Military Discharge Documents

Effective October 1, 2002.

Reference Public Act No. 2-137, CGS 1-219

What It Means:

- Beginning October 1st, military records will be processed and treated similarly to vitals.
- They must be stored in a locked cabinet or file separate from other documents and keep confidential for 75 years from the date the document was filed with the office
- Obtain proper identification from requestors
- Records are available:

At All Times To :

- The veteran or his/her conservator of the person or estate

To Those Who May Establish or Provide a Benefit for the Veteran or the Estate of the Veteran:

- Any relative of the Veteran, licensed funeral director or embalmer, public agency, attorney at law, attorney in fact, insurance company or the Veterans' advocate and submits satisfactorily evidence of such need
- Any person needing information to provide a benefit or acquires a benefit on behalf of and submits satisfactorily evidence of such need
- ⊖ The State Librarian as required for the performance of his or her duties
- A member of a genealogical society incorporated or authorized by the Secretary of State

REQUEST FOR COPY/CERTIFIED COPY
MILITARY DISCHARGE (DD 214)/SEPARATION PAPERS
MUNICIPALITY OF _____, CT

VETERAN'S INFORMATION:

VETERAN'S FULL NAME

VETERAN'S DATE OF BIRTH _____

REQUESTOR'S INFORMATION:

REQUESTOR'S NAME

REQUESTOR'S ADDRESS

REQUESTOR'S RELATIONSHIP TO VETERAN

REQUESTOR'S ID PROVIDED

REQUESTOR'S REASON FOR REQUEST

DATE

TOWN CLERK USE ONLY:

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