

RECORD SERVICES REQUEST FORM

DFAS Cleveland (JFLT)

1240 East 9th Street
Cleveland, OH 44199
Phone: (888) 332-7411
Fax: (216) 367-3606

Send Fax or Email Completed Request Form To:
DFAS.CLEVELAND-OH.JFL.MBX.MCRECORDS@MAIL.MIL

Archived Records Available: Navy: Jan 1993 thru Jan 1998
Marine Reserves: Jan 1982 thru Present
Marine Active Duty: Jun 1969 to Present

These documents are required to fulfill your request in accordance with DFAS 5015.2-M, Volume 2, Schedule 7340 Table 16 Rule 2, and Schedule 7344 Table 20, Rule 3: This Record Services Request Form must be signed by the requestor, and include a copy of the requestor's current government photo ID. Only exceptions are DFAS, VA, and Military Finance/Administrative personnel, who are requesting documents to provide a service for military members.

SECTION 1: Information of the Requestor. (* Fields Required)

Requestor's Name *			
Phone Number *		Email *	
Mailing Address: *	Street		
	City	State	Zip Code

SECTION 2: Member's Record being Requested. (* Fields Required)

Member's Name *			
Military Rank		Military Unit	
Full SSN *		EDIPI/DoD ID Number *	
** Full SSN Only required for records prior to Oct 2014, and if EDIPI/DoDID # are unknown	** EDIPI/DoD ID # Only required for records requested from October 2014 thru Present		

SECTION 3: What Records are Being Requested. (* Fields Required)

Requesting LES(s), W2s, or Both? *	
Requesting Marine or Navy Records? *	
Request is for Active/Reserve/Both? *	

Detailed Description of Request:

* Must provide specific Years and Months of records being requested.

** If request is to verify Disability Severance or other type of Separation Severance Pay, Pay Entry Base Date (PEBD) and Discharge Date is needed.

I understand that an image of valid government photo ID of the Requestor must accompany this completed form, in order to process this request.

Requestor's Signature _____ Date _____

Important Notes for Records Requests:

- * All request are processed in the order received.
- * The organizational mailbox above cannot accept encrypted emails. If document request is submitted via an encrypted email, no action will be taken because DFAS is unable to open the email.
- * Normal turnaround for records request is 15-20 working days. However turnaround time may vary dependent upon volume of requests.
- * Unless U.S. postal mailing of records is specifically requested, ALL requests will be sent the requestor via email; utilizing DoD Safe Document Exchange.
- * Request must be signed.
- * Copy of the requestor's government ID is required for processing. Include a scanned/faxed copy of your military ID, driver's license, passport or other government issued photo ID. **ANY REQUESTS THAT ARE SUBMITTED WITHOUT AN ACCEPTABLE ID ATTACHED WILL NOT BE PROCESSED.** If faxing Photo ID, please make sure the image is lightened to display a clear Image of Photo ID.
- * For requests submitted by a service member's Power of Attorney appointee, a scanned/faxed copy of the Power of Attorney is required; in addition to the copy of the requestor's government issued photo ID.

***** IAW U.S. Code, Title 18, Section 1001, Anyone who knowingly and willfully:**

- ***Falsifies, conceals, or covers up a material fact***
- ***Makes any false, fictitious, or fraudulent statements***
- ***Represents, makes, or uses any false writing or document containing any false, fictitious, or fraudulent statement or entry***
- ***Shall be fined and/or imprisoned not more than 5 years.***