

USMC RECORD SERVICES REQUEST FORM

Important Notes: *Read in its Entirety Prior to Completing Form*

* All request are processed in the order received.

* Normal turnaround time for record requests is 15-20 working days, however turnaround time varies dependent upon volume of requests received and the age of records being requested.

* All requests need to be submitted via AskDFAS, along with this **signed and completed form**. The signature must be handwritten or electronically signed with CAC certificates.

* Copy of the requestor's current valid government ID is required for processing. Include a scanned copy or photo of your military ID, driver's license, state ID, U.S. passport, or other government issued photo ID. **ANY REQUESTS SUBMITTED WITH AN EXPIRED OR ILLEGIBLE ID CARD WILL NOT BE PROCESSED.**

*All records requested will be uploaded to the askDFAS ticket used to submit the request. The member will need to download all the documents from the original askDFAS ticket.

* For requests submitted by a service member's appointed Power of Attorney, a scanned copy of the Power of Attorney is also required.

* We only fulfill LES and W-2 record requests for the Marine Corps. Refer to the details of archived records available, located towards the top of this "USMC Record Services Request Form". If your request does not fall within these parameters, do not submit a request to this section because will not be able to assist you. Any requests for other branches of service, please contact the your branch of service, or the DFAS Customer Care Center.

* If you are a Marine and seeking records other than LESs or W2s, below is the link for Official Military Personnel File (OMPF), Medical Records, Reserve Point Statements, or DD214/215s.

<http://www.hqmc.marines.mil/Agencies/OfficeofLegislativeAffairs/CongressionalCorrespondenceSection/RecordsRequest.aspx>

* If you are a Marine seeking a correction to a W2, you must go to your Administrative Office for assistance. They will validate if your W2 is incorrect and make any applicable adjustments to your pay account. If necessary, they will submit a request for a corrected W2 to DFAS-CL, specifying the issue and what needs corrected.

***** 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.

USMC RECORD SERVICES REQUEST FORM

DFAS Cleveland (JFLT)

1240 East 9th Street
Cleveland, OH 44199

Complete the form below and attach the form to an AskDFAS request at the following links:

LES Requests:

<https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=18864>

W2 Requests :

<https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=18865>

Marine Reserves:	Dec 1982 thru Present
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Marine Active Duty:	Jun 1969 thru Present
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Marine W-2s:	Jan 1975 thru Present
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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 *			Full SSN*	
Military Service Number *			EDIPI/DoD ID Number *	
** Military Service Number is required for LES requests prior to 1974, before SSNs were used for members.		** EDIPI/DoD ID # Only required for records requested from October 2014 thru Present. ** Full SSN Only required for records prior to Oct 2014, and if EDIPI / DoDID number is unknown.		

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

Detailed Description of Request:

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

Example: Mar 2019-Aug 2020 LESs, 2019 W2, Jul 2018 and Sep 2019 LESs, etc...

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

Are you requesting LES(s), W2s, or Both? *		***Must select an option from the dropdowns for these fields
Service status during the period documents are being requested: Active/Reserve/Both? *		

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 _____
Hand Signed or Certificate Digital Signature Required