



## How to Make a Request

Step	Action	Notes
Gather Info	Full name, date of birth/death, service number, branch, dates served	Approximate service dates are helpful if exact dates are unknown
Complete Form SF-180	Download printable SF-180 and view the video tutorial	Mail to the address listed in Section III of the form
Wait Time	Processing may take weeks to months	Delays occur if info is missing or inaccurate