**DD214 Request Information from VOALA’s Battle Buddies**

DD214 Request

**"Emergency" Requests and Deadlines**

If your request is urgent (e.g. upcoming surgery, funeral, etc.) and there is a deadline associated with your request, please provide this information in the **"Comments"** section of [**eVetrecs**](http://www.archives.gov/veterans/military-service-records/) or in the **"Purpose"** section of the [**SF-180**](http://www.archives.gov/research/order/standard-form-180.pdf) **and fax it to our Customer Service Team at (314) 801-0764.**

Our goal is to complete all urgent requests within two working days. Please contact our customer service staff at (314) 801-0800 if you have questions or require same day service. Due to the large number of calls we receive at this number, hold times are often long. However, once you reach a technician they will be happy to assist you with emergency service.

# Fax

|  |  |  |  |
| --- | --- | --- | --- |
| To: Customer Service Team |  | From: |  |
| Fax: (314)801-0764 |  | Fax |  |
| Phone: |  | Phone |  |
| Subject: DD214 Request"Emergency" |  | Date: | March 5, 2015 |
| Comments: |  | | |

**Urgent** request for DD214. Please attachments.

4/10/2015

To Whom It May Concern:

**Organization** is a non-profit organization that serves veterans. We have been helping solve the homeless veteran challenge in our local communities for over 20 years through an array of programs. We currently are implementing a homelessness prevention and rapid re-housing program aimed at helping our nations heroes avoid becoming homeless and for those who are currently homeless, getting them back into permanent housing.

We are currently working with the VETERAN, **NAME**, to provide support in keeping the Veteran in permanent housing. We are willing and able to provide supportive services required to facilitate this move, including necessary temporary financial assistance. This is all contingent upon verification of actual DD214. We need the DD214 by **INSERT DATE** to move him into permanent housing and obtain mainstream benefits with Department of Public Social Services.

We are looking forward to helping this veteran family with your support and look forward to establishing a positive relationship with you.

If you have any questions or concerns, please do not hesitate to reach out with any questions or concerns.

Respectfully,