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Military Discharge Records

Be safe. In Ohio you can record your DD Form 214 in your county recorder's office. Register your DD Form 214 with your County Recorder as soon as you separate from the Service. After you record your discharge papers, they can be easily retrieved if you need additional copies.

There is never a fee for recording a military discharge record or for certified copies for authorized parties.

The Madison County Recorder's Office encourages Veterans to have their military discharge papers (DD214) recorded in the Recorder's Office. You must present an original or a certified DD214 for recording.

Your certificate of Release or Discharge from Active Duty, DD Form 214 is one of the most important documents that the Service will give you. It is your key to participation in all Department of Veterans Affairs (VA) programs as well as several state and federal programs Including:

Disability Compensation
Home Loans
Loan Guaranty Services
Vocational Services
Insurance Services
Burial & VA Cemeteries

These are just a few of the services that require your discharge papers. You should keep your original document in a safe place, certified copies are available for no charge to authorized parties.

Military discharges have restricted public access. ORC 317.24 allows authorized parties to request copies of recorded military discharges. Proper identification MUST be present to view and receive copies.

Authorized parties include:

The person who is subject of the Discharge

County Veterans Service Officer

Person with Power of Attorney for the Veteran

An Executor or Administrator of the Veteran's Estate

A funeral director

Copies of 214's must be requested in person at the Madison County Recorder's Office by an authorized individual. Please have identification with you such as a driver's license.

A recorded discharge document is not a public record for a period of seventy-five (75) years after the date of recording. If you are not an "authorized party" a copy of any DD214 may only be made available to you in redacted form. Including only name, rank, date of birth, date of discharge and type of discharge. Unauthorized persons will also be subject to a two-dollar (\$2) per page charge.

If you have lost your DD214 and have never recorded it, the Madison County Veterans Service Commission can direct you in obtaining a copy. The Veteran's Service Office is located in the Madison County Courthouse. The phone number is 740-852-0676. You may also obtain a photo ID card from Veterans Services on Tuesdays & Thursdays from 1PM to 3PM. Your DD214 must be recorded with the Madison County Recorder's Office prior to obtaining this ID card.