

# TRIDENT GLOBAL CORP

## Form SF-180 Instructions

### **Form SF-180:**

For veterans and military personnel who wish to participate in the VA Home Loan Guarantee Program there are some important facts you should know about proving your service status. In order to use your entitlement in the VA Home Loan Guarantee Program you must first get a [Certificate of Eligibility](#) that certifies you have served the minimum amount of time required to be eligible for a **VA Home Loan**. In order to obtain a Certificate of Eligibility you must prove you are eligible by requesting your military records for proof of service. Any surviving spouse of a veteran who wants to receive VA benefits of any type must also get their deceased spouse's proof of service in order to be eligible for VA benefits.

The form to request military records is called the SF-180. If you have a computer with internet access and a printer you can go to <http://www.archives.gov/research/order/standard-form-180.pdf> and print out the SF-180. You must also have Adobe Acrobat Reader software to download this form. However, if for any reason you are unable to use the SF-180 there are other ways that you can request proof of service military records. You can request proof of military service by writing a letter. In order to get proof of service by writing a letter of request, the letter must include:

- The branch of service that the veteran served in or is currently serving in.
- The full name of the veteran that was used during their military service.
- The dates that the veteran served. Depending on these dates, the veteran may have been serving during "peace time" or "war time" and minimum time served to receive benefits is different depending on the dates.
- The social security and service number of the veteran. Be certain to include both of these numbers.
- Place of birth and date of birth should also be included.

For veterans whose military records were destroyed in the National Personnel Records Center fire of 1973, you also need to include:

- Your place of entry into the branch of military you served in.
- The last unit you were assigned to during your service.
- The place you were discharged.

Once you have all of this information ready you can write your letter and request your military proof of service. Make sure that you sign and date your request. Whether you have written a letter to request records or have filled out the SF-180, you must sign and date the request and either fax it to (314) 801-9195 or mail it to:

National Personnel Records Center Military Personnel Records 9700 Page Avenue St. Louis, MO 63132-5100