

Dear Mr/Mrs/Ms,

Attached is a Michigan Military Records Request form used for obtaining copies of Michigan Army National Guard records. Please complete the form and return to us for processing.

Please return to our Archive Section via one of the following methods (please do not just "REPLY" to this email):

Email: [ng.mi.miarnng.mbx.archive-records@mail.mil](mailto:ng.mi.miarnng.mbx.archive-records@mail.mil)

Fax: 517-481-8363

US Mail:  
MIARNG-JFHQ-DCSPER-Archive Records  
3411 N MLK Blvd  
Lansing, MI 48906

Several comments regarding records requests:

1. Section II, Help us help you, let us know what you need the records for. This will help us make sure we send you all the documents needed. Feel free to explain the request in the space provided.
2. Section III. If you are not the veteran identified in Section I, make sure you include the appropriate document to verify your authorization to receive the documents (POA, death certificate, etc).
3. On the bottom portion of the form let us know how you would like to receive the documents. We can email them to you, we can fax them to you or we can mail them to you through the US Mail.
4. If you are a soldier who served past 2005 or who joined in 2005 or later, your records can be obtained directly. Please use the following link to access your IPERMS Service File <https://eauth.va.gov/ebenefits-portal/> IPERMS requests submitted to this office will be returned without action.

We prioritize the requests we receive and process the most urgent first.

While it is certainly within your right to request your entire OMPF, we ask that you limit your request to those documents you need to support your purpose. It takes 1-2 hours to copy an entire OMPF while during the same timeframe we can process 10 or more requests for specific documents.

FRANK J. MACHER  
MSG, MI ARNG  
Chief, Administrative Services



**Request For  
Michigan National Guard  
Records**

ng.mi.miang.mbx.archive-records@mail.mil

Archive Records  
MICHIGAN NATIONAL GUARD JOINT  
FORCE HEADQUARTERS  
3411 N. MARTIN LUTHER KING BLVD  
LANSING, MI 48906-2934

Phone [redacted] Fax: (517)481-8363

**RESTRICTIONS ON RELEASE OF INFORMATION:** Information from records of retired/discharged military personnel are released subject to restrictions imposed by military departments consistent with provisions in the Freedom of Information Act of 1967 (Revised 1974) and the Privacy Act of 1974.

**PLEASE PROVIDE ALL INFORMATION. INCOMPLETE FORMS WILL BE RETURNED.**

**SECTION 1 – SOLDIER INFORMATION (Required to Locate Records)**

**PLEASE PRINT:**

NAME (Last, First, MI): [redacted]

SSN/SERVICE NUMBER(S): [redacted] DATE OF BIRTH: [redacted]

MICHIGAN NATIONAL GUARD MEMBERSHIP:  ARMY  AIR  OFFICER  ENLISTED

APPROXIMATE DATES OF SERVICE FROM: [redacted] TO: [redacted]

IS THE INDIVIDUAL DECEASED:  YES  NO IS THE INDIVIDUAL RETIRED:  YES  NO

**SECTION II – REQUESTED INFORMATION**

NGB 22 and/or DD 214, also includes all pertinent service records including NGB 23B discharge orders and any other required forms for proof of service.

Medical Records

Other: [redacted]

[redacted]

**SECTION III – REQUESTOR INFORMATION**

Individual  Family Member  Official Business  Recruiter

[redacted]

Phone Number:

[redacted]

Name:

[redacted]

FAX:

[redacted]

Street Address

[redacted]

E-Mail:

[redacted]

City, State, Zip

I understand by checking this box  and typing my initials here [redacted] that my digital signature in the signature field below is legally binding and certifies that I am indeed the person requesting the records or an authorized representative thereof and I declare under penalty of perjury that the foregoing is true and correct.

[redacted]

Signature

[redacted]

Date

Note: Family members do not have access to spouse, sibling, or parental records without permission from said family member and subsequent filling out of the above form and proof of identity. Additionally in the case of a death of a service member or incapacitation proof of death or power of attorney will be required to obtain the records of said individual. RECORDS ARE PROTECTED UNDER THE FEDERAL PRIVACY ACT.