



# GUIDE TO WRITING FOR YOUR MILITARY MEDALS



To obtain initial issue or replacement medals; Standard Form 180 is no longer needed. The new approach is to submit a letter requesting the medals. Please fill in the blanks below. Send to the appropriate military branch of service listed at the bottom of this form.

## COMPLETE THIS SECTION IF YOU ARE MAKING THE REQUEST FOR YOURSELF

Dear \_\_\_\_\_,

I request that I be issued all award emblems I am entitled to. I have attached a copy of my separation document (DD 214 or equivalent).

My Social Security number is: \_\_\_\_\_

My Service number was: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

Full Name with Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

## COMPLETE THIS SECTION IF THE REQUEST IS BY THE NEXT OF KIN.

Dear \_\_\_\_\_,

As the legal next-of-kin, I request that I be issued all award emblems that (full name of veteran) was entitled to. A copy of the separation document (DD 214 or equivalent) is enclosed.

Veteran's Social Security Number: \_\_\_\_\_

Veteran's service number: \_\_\_\_\_

Veteran's date of death was: \_\_\_\_\_

Veteran's Date of Birth: \_\_\_\_\_

Place of Birth was: \_\_\_\_\_

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: (        ) \_\_\_\_\_ - \_\_\_\_\_

**Army**  
Commander, USARPC  
ATTN: ARPC-VSE-B  
9700 Page Avenue  
St. Louis, MO 63132-5200

**Air Force**  
Air Force Reference Branch  
National Personnel Records Center  
9700 Page Avenue  
St. Louis, MO 63132-5100

**Marine Corps, Coast Guard, Navy**  
Liaison Office  
Room 5409  
9700 page Avenue  
St. Louis, MO 63132-5100