



**LIBRARY OF VIRGINIA**

**WWII MILITARY SEPARATION NOTICES FILED IN VIRGINIA  
REQUEST FORM**

800 East Broad Street \* Richmond , Virginia \* 23219 \* (804) 692-3888

**SECTION I: VETERAN’S SERVICE INFORMATION (PLEASE PRINT)**

- 1. Veteran’s Name (last, first, middle): \_\_\_\_\_
- 2. Date of Birth (mm/dd/yyyy): \_\_\_\_\_ 3. Place of Birth: \_\_\_\_\_
- 4. Social Security Number: \_\_\_\_\_ 5. Service Number: \_\_\_\_\_
- 6. Dates of Service (mm/dd/yyyy): \_\_\_\_\_
- 7. Rank: \_\_\_\_\_  Enlisted  Officer
- 8. Approximate Date of Discharge (mm/dd/yyyy): \_\_\_\_\_
- 9. Branch of Service:  Army  Navy  Air Force (post–1947)  Marines  Coast Guard
- 10. Service Type:  Active Duty  Reserves  National Guard  Other: \_\_\_\_\_
- 11. Is the Veteran Deceased?  Yes  No If yes, date of death (mm/dd/yyyy): \_\_\_\_\_

**SECTION II: AUTHORIZING SIGNATURE**

I declare (certify, verify, or state) under penalty of perjury under the laws of Virginia and the United States of America that I am the veteran or the qualified next-of-kin/representative of the deceased veteran, as stated on this form, and that all information given is true and accurate.

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

- Veteran
- Next of Kin, (specify) \_\_\_\_\_
- Authorized Representative  Attorney
- Executor/Administrator
- Conservator/Guardian

\*\*\* See reverse for explanation of terms \*\*\*

\_\_\_\_\_  
Street/Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
E-mail address

## WWII MILITARY SEPARATION NOTICES FILED IN VIRGINIA REQUEST FORM

The Virginia World War II Separation Notice collection contains records of soldiers who served during World War II, were discharged between **1942** and **1950** (bulk 1944-1946), **and indicated on their separation notice that they intended to seek employment in Virginia after their discharge.** It is not a complete collection of every Virginian who served in the United States military during World War II and does not include records for soldiers killed during the war.

### INSTRUCTIONS

1. **Information needed to locate records.** Certain identifying information is necessary to determine the correct records for the individual you seek. Please try to answer each item on this form. If you do not have and cannot obtain the information for an item, show “N/A,” meaning the information is “not available.” Include as much of the requested information as you can.
2. **Restrictions on release of information.** World War II Separations Notices in the collections of the Library of Virginia are accessible to: the subject of the records (the veteran); the duly qualified conservator or guardian of the subject of the record; the next-of-kin, if the veteran is deceased (The next-of-kin can be the following: surviving spouse that has not remarried, father, mother, son, daughter, sister, or brother); the duly qualified executor or administrator of the estate of the subject of the record; an attorney, attorney-in-fact, or other agent or representative of any of the persons described above, acting pursuant to a written power-of-attorney or other written authorization; or a duly authorized representative of an agency or instrumentality of federal, state, or local government seeking the record in the ordinary course of performing its official duties.
3. **Copies of this form.** This completed form with original signatures should be returned to the Library of Virginia, 800 East Broad Street, Richmond, Virginia, 23219. Facsimile, electronic mail, photocopied versions, or any copy other than the original of the completed form will not be accepted.
4. **Charges for service.** This service is offered free of charge. Once a request form is submitted, archivists will search for the veteran’s separation notice. If a record is located, **one** copy will be mailed to the applicant (document legibility varies; the best copy possible will be provided). Notification will be sent if no record exists in the collection.
5. **Privacy protection.** The following information is provided in accordance with our obligations as defined by applicable Virginia statutes, including, but not limited to, the Virginia Privacy Protection Act of 1976, the Virginia Freedom of Information Act, and by any applicable U.S. federal laws.