

***Your Erie County Office of Veterans Services***  
***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 complete the appropriate section of the form below and send to the appropriate military branch of service listed at the bottom.

**COMPLETE THIS SECTION IF MAKING THE REQUEST FOR YOURSELF**

Dear \_\_\_\_\_

I request that I be issued all awarded medals and 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 awarded medals and emblems that (FULL NAME OF VETERAN) was entitled to. A copy of the separation document (DD 214 or equivalent) is enclosed.

**Veterans Social Security Number:** \_\_\_\_\_

**Veterans Service Number:** \_\_\_\_\_

**Veterans date of death was:** \_\_\_\_\_

**Veterans date of birth:** \_\_\_\_\_

**Place of birth:** \_\_\_\_\_

**Full name, address and phone number of person requesting these awards:**

\_\_\_\_\_

**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**

**USMC, Navy & Coast Guard**  
**Liaison Office**  
**Room 5409**  
**9700 Page Avenue**  
**St. Louis, MO 63132-5100**