

**REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)**

1. DATE OF REQUEST

SECTION I – TO BE COMPLETED BY REQUESTING PERSONNEL OFFICE

2. CURRENT NAME *(Last, first, middle)*

3. DATE OF BIRTH *(mm/dd/yyyy)*

4. SOCIAL SECURITY NUMBER

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NATIONAL PERSONNEL RECORDS CENTER
(Civilian Personnel Records)
1411 Boulder Boulevard
Valmeyer, IL 62295-2603**

Fax Number: (618) 935-3014

ONE FORM IS REQUIRED FOR EACH FOLDER REQUESTED. REQUESTS MAY BE FAXED OR MAILED TO THE NATIONAL PERSONNEL RECORDS CENTER.

5. PREVIOUS FEDERAL EMPLOYMENT

AGENCY AND BUREAU	LOCATION	FROM	TO

6. REASON FOR REQUEST *(Check appropriate box)*

a. Currently employed. b. Temporary use. c. Pre-employment consideration. Will retain folder if hired.

7. Remarks

SECTION II – FOR USE BY RECORDS CENTER

a. Paper OPF Folder shipped. h. Folder was sent (Date)

b. eOPF Folder transmitted. To:

c. eOPF Paper Copy shipped. Your Agency

d. Paper / eOPF (Circle one or both) record/s restricted. Transcript of Service will be sent I. Other/details

e. Our search did not reveal a Paper OPF or eOPF record for the civilian Federal employment claimed.

f. Paper OPF Folder not located. For a former employee of your agency, we suggest a further search of your agency. If still unlocated, verify name, date of birth and social security number, and return request to NPRC together with the date folder was transferred to NPRC and several names, dates of birth, and social security numbers of other folders in same shipment.

g. Our search found evidence of a Paper OPF folder that has not been received by this center. Suggest that you contact the last employing office.

DATE	INITIALS
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SECTION III – TO BE COMPLETED BY REQUESTING PERSONNEL OFFICE

FULL NAME OF REQUESTING AGENCY (INCLUDE SUB AGENCY)	NAME OF REQUESTER	TELEPHONE NO. <i>(Include area code)</i>
AGENCY RECORD GROUP	AGENCY CHARGE ACCOUNT	EXT

Enter complete address to which folder or reply is to be mailed. Include ZIP Code.

