

## HOW TO REQUEST A CERTIFICATE OF SERVICE OR NON-SERVICE

To request a Certificate of Service or Non-Service from the U.S. Military, go to <https://scra.dmdc.osd.mil/scra/#/home> and in the grid, enter

- a. The individual's first and last names; ***and***
- b. The individual's birth year **OR** social security number
- c. With this information, a "**Certificate of Service or Non-Service**" will appear (at no charge), which should be printed for submission to the court with the Affidavit Regarding Military Service.
- d. If there is missing information, or the response is inconclusive, you can request a manual search. A manual search is also necessary if you have information that the parent is in fact in the military contrary to information provided on the website. Request a manual search by sending a **stamped, self-addressed** envelope to with as much of the above information requested as possible to:

Defense Manpower Data Center [Attn: Military Verification]  
1600 Wilson Blvd., Suite 400  
Arlington, VA 22209-2593  
[Telephone: (703) 696-6762 or 5790/ Fax (703) 696-4156]

If the search produces a Certificate of Non-Service, submit the Affidavit of Military Service and Certificate of Non-Service to the court with any request for default judgment.

### ***Resources for Additional Information***

For more information about the judicial or administrative process if a stay is entered, go to:  
<http://www.abanet.org/family/military/scrajudgesguidecklist.pdf> or  
[http://www.abanet.org/family/military/scra\\_agencyguide.pdf](http://www.abanet.org/family/military/scra_agencyguide.pdf)