

Gizelle J. Meeks  
County Clerk/RMO  
[gmeeks@co.jefferson.ny.us](mailto:gmeeks@co.jefferson.ny.us)

Ashley L. Gascho  
Deputy County Clerk  
[agascho@co.jefferson.ny.us](mailto:agascho@co.jefferson.ny.us)

**Jefferson County Clerk's Office**  
**175 Arsenal Street**  
**Watertown, NY 13601**



Mandy M. Clermont  
DMV Deputy County Clerk  
315-785-3017

Kimberly A. Hayden  
Records Management Specialist  
315-785-5149

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**REQUEST FOR MILITARY DISCHARGE – DD214**  
*(Form MUST be signed before a Notary Public)*

Name of Veteran: \_\_\_\_\_

Branch: \_\_\_\_\_ Year Discharged: \_\_\_\_\_

Instrument/File Number: \_\_\_\_\_ Year Discharge Filed: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Relationship to Veteran\*: \_\_\_\_\_

*\*Documentation proving relationship may be required to receive a copy of a relatives discharge.*

\_\_\_\_\_ Non-Certified Copy Needed      \_\_\_\_\_ Certified Copy Needed

\_\_\_\_\_  
*Signature of Requestor*

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed & Sworn to  
Before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

- Please call **(315) 785-3200** prior to sending your request with any questions you may have.
- Include a copy of your valid photo ID that includes a signature.
- Send a self-addressed, stamped envelope to receive your copy.

Please complete this request and mail to:      **Jefferson County Clerk's Office**  
**ATTN: Recording Dept.**  
**175 Arsenal Street**  
**Watertown, NY 13601**