

EXEMPTION FROM PUBLIC DISCLOSURE OF DISCHARGE PAPERS

To ensure the best possible service, please thoroughly review this information before filling out applicable forms.

BACKGROUND – RCW 42.17.310; (1)(aaa)(ii) Allows veterans to request their military discharge papers filed at the office of the county auditor before July 1, 2002, that have been commingled with other recorded documents be exempt from public disclosure, if the veteran has recorded a "REQUEST FOR EXEMPTION FROM PUBLIC DISCLOSURE OF DISCHARGE PAPERS" with the county auditor.

PURPOSE - These forms will allow the military discharge papers to be located and removed from public view and provide individual privacy.

INFORMATION NEEDED TO LOCATE RECORDS - Certain identifying information is necessary to determine the location of an individual's record of military service. Please include as much of the requested information as possible.

AUTHORIZED REQUESTORS OF INFORMATION - According to RCW 42.17.310 (1)(aaa)(iii), upon recording the form entitled "REQUEST FOR EXEMPTION FROM PUBLIC DISCLOSURE OF DISCHARGE PAPERS", only the veteran, the veteran's next of kin, a deceased veteran's properly appointed personal representative or executor, a person holding the veteran's general power of attorney, or anyone else designated in writing by the veteran to receive the records.

The next of kin of deceased veterans have the same rights to full access to the record.

Next of kin are the veteran's widow or widower who has not remarried, son, daughter, father, mother, brother, and sister.

SIGNATURE REQUIREMENT - a signature is required to request a veterans' military discharge papers be exempt from public disclosure, to declare individuals other than next of kin, executors, etc., eligible to access/obtain a veterans' military discharge papers, and to acknowledge penalty for perjury and declare eligibility to access/obtain a veterans' military discharge papers.

AUDITOR'S REFERENCE NUMBER(S) – Auditor's Reference Number(s) indicate exact location of an item recorded. These Reference Numbers should be safeguarded but available to appropriate individuals (next of kin, etc.) to access/obtain veterans military discharge papers.

CHARGES FOR SERVICE - In accordance with RCW 73.04.030, The county auditor may charge a basic recording fee and preservation fee that together shall not exceed a total of seven dollars for the recording of the "REQUEST FOR EXEMPTION FROM PUBLIC DISCLOSURE OF DISCHARGE PAPERS."

Veteran Discharge Forms House Bill 2453 - Effective July 1, 2002

As a result of recent legislative changes, a Veteran may sign and record a "Request For Exemption From Public Disclosure Of Discharge Papers" with the county auditor. House Bill 2453 allows veterans to remove from public disclosure previously recorded military discharge papers. At the same time, the veteran may designate who may have access to his/her military records.

Lists of forms are as follows:

- **Request for Exemption from Public Disclosure of Discharge Papers** **\$7.00**
This document requests the Auditor to remove previously recorded military discharge records from public access. And, at the same time, the veteran can designate who can access their record.

- **Request for Access/Copy of Exempt Discharge Papers** **No fee**
 - This form is to be filled out when a copy of the veteran's record is requested.
 - At the same time it also designates, if it's filled out, who can access the veteran's record other than the next of kin.
 - If the record **has not** been "Exempted" next of kin and the general public can access to the record.
 - In the event the record **has been** "Exempted" the next of kin or the designated person has access to the record.
 - Each veteran, next of kin or general public get 2 free certified copies.
 - On all requests ID is required on the person requesting the information.

- **Revocation and Re-designation of Disclosure of Discharge Papers** **No fee**
This document allows the Veteran to revoke and re-designate whom can access his/her record. The Auditor File Number(s) of previously recorded military discharge records must be provided by the veteran.

- **Request for Disclosure of Discharge Papers** **No fee**
This document would be used by the Veteran to designate who can access his/her record. It can be recorded or they can keep it in their safety deposit box, and record at a later time.

NOTE: In the event the veteran is deceased the next of kin can Exempt, Designate or Designate/ revoke the veteran's record. ID will be checked.