

State of Connecticut
Connecticut State Library
Office of the Public Records Administrator
<http://ctstatelibrary.org/publicrecords/>

Public Records Memorandum 102 (Rev. 4/2021)

Date Issued: April 21, 2021
Supersedes: This memorandum supersedes PRM 102 issued October 1, 2014
To: Town Clerks
From: LeAnn Burbank, CRM
Public Records Administrator
Subject: **Filing of Military Discharge Documents (DD Forms 214, 214C and 215)**

This memorandum is intended to provide clarification for Town Clerks in response to questions presented to this office regarding the filing of Military Discharge Documents pursuant to *Connecticut General Statutes* §1-219 and §12-93. It addresses signature and certification requirements only.

This guidance is based in part on an informal opinion from the Office of the Attorney General dated September 12, 2014 on the subject, *Town Clerks' Obligation to Record Electronically Signed Military Discharge Documents, and the Elements of a Properly Certified Copy of Such Documents*. This information is specific to the filing of military discharge documents and should not be generalized to other types of documents presented to the Town Clerk's Office that may have different statutory requirements.

A. Three Categories Acceptable for Filing

There are three categories of paper-format military discharge documents acceptable for filing:

1. Original ink-signed military discharge documents.
2. Certified copies of original ink-signed military discharge documents. See Section B for additional information.
3. Electronically signed military discharge documents. See Section C for additional information.

B. Certified Copies of Original Ink-Signed Military Discharge Documents

As stated in the informal opinion cited above, a certified copy of an original ink-signed military discharge document is "a copy that an official with access to the original has affirmed to be authentic."

The clerk should be aware of the following points:

1. The certification must identify the **originating office**.
2. The statement of authenticity must be either **signed** or **sealed**.

C. Electronically Signed Military Discharge Documents

As stated in the informal opinion, Town Clerks must accept an electronically signed military discharge document “if the signature on it is traceable to and, thus, authenticates an official of the command, service or defense agency from which the presenting veteran was discharged as its source, and indicates the official's approval of the information it contains.”

The clerk should be aware of the following points:

1. The signature block for the **separating official** must contain the printed name of that individual.
2. The signature block for the **separating service member** must contain the printed name of that individual; or must contain a statement that the member was not available to sign.
3. If either signature block is **blank**, the document cannot be accepted.
4. Other information found within the signature blocks will **vary** according to the separating office; for example, it might include a numerical code or the words “digitally signed” or “e-signed.”
5. There is **no** requirement that the presenting veteran provide a certified copy of an electronically signed document; the **printed copy** is acceptable.