

# NARA

## Record Ordering Demystified: 10 Easy Steps

- Step 1.** If you do not have a computer, commandeer a friend who does. The process is so simple that it will not take more than a few minutes out of his or her day.
- Step 2.** Go to the homepage of The National Archives, [www.archives.gov](http://www.archives.gov), and click on Obtain Copies in the left-hand column.
- Step 3.** At the next screen, click Military Service Records.
- Step 4.** At the next screen, click Pre-WWI Service Records.
- Step 5.** Under Military Service Records, scroll down and click Order Online.
- Step 6.** At the next screen, click Compiled Military Service File (NATF 86).
- Step 7.** At the next screen, click Add to Cart.
- Step 8.** You will then be taken to a User ID and Password screen. If you do not have one, simply register for one at this time. Anyone can register and you will receive an automated acknowledgment in your e-mail inbox.
- Step 9.** At the next screen, enter all the information you know about the soldier in the appropriate boxes (name, unit, and so on). Include any additional comments and variant spellings in the text box at the bottom. Once that is complete, hit Continue to Pay & Ship at the bottom right.
- Step 10.** Supply your charge card information and the shipping information. You will be charged \$25.00 if they find the records. If they do not find the records, there is no charge.