



Circuit Court for Carroll County, Maryland

Heather S. DeWees, Clerk

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Westminster, Maryland 21157-5155

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www.mdcourts.gov/clerks/carroll



It is my privilege to explain the services provided by the Carroll County Clerk's Office for veterans as well as those who currently serve in the United States Military. There are several scams that involve obtaining these documents or copying them for high fees. A risk of identity theft is also associated with these scams.

Veterans or current U.S. Military members can call the Carroll County Clerk's Office so that we can safely and without cost file, retrieve or copy their DD-214 documents or Marriage Certificates.

Below are the services we offer to veterans and members of the United States Military:

◆ **Free filing and indexing of a DD-214 (Military Discharge Document):**

- The Defense Department issues a DD-214 to each veteran identifying the veteran's condition of discharge as honorable, general, other than honorable, dishonorable, or bad conduct.
- This Report of Separation from the United States Military contains information normally needed to verify military service for benefits, retirement, employment, and membership in veteran's organizations.
- Any veteran or their next of kin (*un-remarried surviving spouse, father, mother, son, daughter, sister, or brother of a deceased veteran*) may file their DD-214 with the Clerk's Office so that it may scanned on record for them if the original is lost or damaged. The original DD-214 will be immediately returned.
- It is not required by law that a DD-214 be filed; however, if the DD-214 is filed with the Clerk's Office, then it should be in the county which the veteran resides.
- Per the Privacy Act of 1974, only the veteran or his or her guardian may view the file of the DD-214 file in the Clerk's Office. ***Proper identification is required and the guardian's Court Order is required to be shown to staff.***
- If the veteran is deceased, ***only*** the next of kin of the veteran (*un-remarried surviving spouse, father, mother, son, daughter, sister, or brother of a deceased veteran*) may view or request a certified copy of the DD-214.
- Videotaping, recording or taking photographs of the DD-214 is ***strictly prohibited*** by Order of the Carroll County Circuit Court Administrative Judge.

◆ **Free certified copy of a DD-214 (Military Discharge Document):**

- Per the Privacy Act of 1974, only a veteran or his or her guardian may obtain a copy of the DD-214 file in the Clerk's Office. **Proper identification is required.**
- If the veteran is deceased, **only** their next of kin (*un-remarried surviving spouse, father, mother, son, daughter, sister, or brother of a deceased veteran*) may request a certified copy of the DD-214. **Proper identification is required.**
- The certified copy is **free** to the veteran or the next of kin.
- Videotaping, recording or taking photographs of the DD-214 is **strictly prohibited** by Order of the Carroll County Circuit Court Administrative Judge.

◆ **Free copy of a Marriage Certificate for a marriage officiated in Carroll County:**

- Upon being elected Clerk of the Circuit Court for Carroll County, I waived the Marriage Certificate copy fee **for up to 5 copies** of a marriage certificate requested by a first responder, member of the military or veteran who is being married in Carroll County.
- A military member or veteran is informed of this fee waiver option when applying for a marriage license. This equates to a savings of up to \$27.50 in copy costs.
- A military member or veteran can also request **up to 5 free copies** of their marriage certificate if the marriage was officiated in Carroll County prior to 2019.
- To make an appointment for a Marriage License or to request a copy of a Marriage Certificate, please call **410-386-8760** or visit the Carroll County Clerk's Office website marriage copy link at: [Carroll County Clerk's Office Marriage Certificate Copy Request Form](#) (For any marriage officiated in Carroll County)

I want to ensure that the veterans and members of the United States Military who visit our office have all the information they need to have a positive experience. Please call the Carroll County Land Records & Licensing Department at **410-386-8760** or email **LandRec.Carroll@mdcourts.gov** if you have any questions or concerns regarding filing a DD-214 or obtaining a certified copy of a DD-214 or Carroll County Marriage Certificate.

Please let me know if you need any additional information regarding services provided by the Carroll County Clerk's Office. I wish you and your staff a safe and healthy year.

Heather S. DeWees

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*Clerk of the Circuit Court
Carroll County, Maryland*

