

How do I request for copies of my medical records?

- Complete a form DD 2870 (Authorization for Disclosure of Medical or Dental Information)
  - On Section 1, please type in your information
  - On item #6, please type in State Surgeon's Office under "Name of Facility"
  - On Items #6a to 6d, please type in your information if you are requesting your information for yourself. DO NOT ENTER A P.O. BOX.
  - Please contact your unit for additional guidance on how to complete the form.
- Forward a completed, (sign and dated) form DD 2870 to our office via email, fax, or mail at:

Joint Force Headquarters  
State Surgeon's Office  
9800 Goethe Rd., Box 31  
Sacramento, CA 95826  
Fax: (916) 854-4200  
Email: [ca-mail.sso.ngca@ng.army.mil](mailto:ca-mail.sso.ngca@ng.army.mil)

- If we have your medical records, a copy will be sent via FedEx. (NOTE: FEDEX **WILL NOT** DELIVER TO A P.O. BOX ADDRESS). Please allow at least 5-10 business days.
- If we do not have your medical records, you will be notified via mail.
  - Medical records of soldiers who have been inactive for more than one year are sent to Ft Lewis, WA