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**STATE OF WISCONSIN  
DEPARTMENT OF VETERANS AFFAIRS**

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September 8, 2014

**WDVA Bulletin No. 1017**

**TO: County Veterans Service Offices and Tribal Veterans Service Offices**

**SUBJECT: Explanation of the New REQUEST FOR RELEASE OF MILITARY SEPARATION RECORDS TO THE COUNTY OR TRIBAL VETERANS SERVICE OFFICE (WDVA 1042) and Other Changes Associated with the Creation of this New Form and Process**

The Wisconsin Department of Veterans Affairs (WDVA) has generated changes that enhance the ability to access military separation records and submit VBATS applications. First, there is a new form and process to allow authorized county and tribal veterans service office staff members to access veterans' military separation records in VBATS. The VBATS WDVA 1042 process will replace the current VBATS WDVA 1045 process for viewing separation records. Second, county and tribal veterans service office staff members will not be required to have a WDVA 1045 form on file in order to submit a DNR Voucher or DMV – Veterans Driver's License application through VBATS. Third, a signed hard copy of form WDVA 0001 will no longer be required for Eligibility applications submitted through VBATS.

**Changes Associated with the New WDVA 1042:**

- The WDVA 1042 requires the authorized individual signing the WDVA 1042 to provide proof of identity. The WDVA 1042 proof of identify requirement is the same as the proof of identity required by a county register of deeds office for issuance of copies of separation records. (Note: The proof of identity requirement has also been added to the WDVA 1045.)
- The veteran or the veteran's duly authorized representative does not have to physically be in your office to sign the WDVA 1042. The WDVA 1042 can be sent to you with copies of the required proof of identity via mail or fax. WDVA does not encourage sending personally identifiable information via unsecure email. (Note: Proof of identity is required for **all** WDVA 1042s whether they are submitted in person, by mail, or by fax. Consult your corporate counsel with questions regarding acceptable written proof that an individual is the veteran's duly authorized representative.)
- The WDVA 1042 allows county or tribal veterans service office staff members to access a veteran's separation records on file with WDVA for any period of service that was completed **prior to the date the WDVA 1042 is signed.**
- Access to separation records does not expire after one year with the new WDVA 1042.

- If the WDVA 1042 is signed by the veteran, the authorized county or tribal veterans service office will have access to the veteran’s separation records for all **prior** periods of service until the veteran passes away, or until the veteran revokes the access by submitting a request in writing to WDVA.
- If the WDVA 1042 is signed by the veteran’s duly authorized representative, the authorized county or tribal veterans service office will have access to the veteran’s separation records for all **prior** periods of service until a new duly authorized representative is appointed, or until the veteran’s duly authorized representative revokes the access by submitting a request in writing to WDVA.
- The WDVA 1042 process will allow **all** VBATS users in the authorized county or tribal veterans service office to have access to the veteran’s separation records for all **prior** periods of service.
- If a veteran changes or uses multiple county or tribal veterans service offices, a WDVA 1042 must be completed for each county or tribal veterans service office that requires access to the veteran’s separation records. In other words, there can be multiple active WDVA 1042s for the same veteran.
- If a county or tribal veterans service office staff member has an unexpired WDVA 1045, the military separation records will remain visible until the WDVA 1045 expires. Once the WDVA 1045 expires, a WDVA 1042 would be required to regain access to the veteran’s military separation records. The county and tribal veteran service office staff members will have the option of completing a WDVA 1042 while there is still an unexpired WDVA 1045.

Veteran Information		
Veteran Information		Contact Information
Name: LETS VETERANS Base File #: 122072 Birth Date: 08/29/1927		Address: 127 E. Oak St City, State Zip: Juneau, WI 53039-1329 E-Mail:
You do not have a Form 1042 on File. Use Form 1042 for the veteran to authorize access of scanned DD214's.		
DD214 Information		
Document #: 0224155	Entry Dt: 10/01/1969 Entry Loc: Service#: Branch: Navy Permanent Address: 1230 E RANDALL AVE APPLETON, WI 54411	Separation Dt: 09/21/1971 Separation Loc: Character: Honorable Pay Grade: E-3
Document #: <a href="#">0642214</a>	Entry Dt: 10/01/1969 Entry Loc: Service#: Branch: Navy Permanent Address: 1230 E RANDALL AVE APPLETON, WI 54411	Separation Dt: 09/21/1971 Separation Loc: Character: Honorable Pay Grade: E-3
<input type="button" value="Back"/>		

- Signed WDVA 1042s will be retained at the county veterans service office.
- The county and tribal veterans service office staff members will no longer need to submit a signed hard copy of the Eligibility Determination application (WDVA 0001) for electronic Eligibility applications submitted after the date of this bulletin.
- The WDVA 1045 check boxes have been removed from the DNR Voucher and DMV – Veterans Driver’s License applications in VBATS.

- The acknowledgement statement, “I acknowledge that the applicant has authorized me to submit this application electronically on their behalf.” will appear on the DNR Voucher, DMV – Veterans Driver’s License, and the Eligibility application screens in VBATS when the county or tribal veterans service office staff member clicks **Submit Application** prior to clicking **Change Status**.

*Click the save button to create application, save messages and upload documents*

**I acknowledge that the applicant has authorized me to submit this application electronically on their behalf.**

Submit Application | Change Status

Base File Number

Veteran's Name: We Love Veterans  
First Middle Last

Veteran's Address: 201 W Washington Ave  
Address Madison WI 53707-7843 Dane  
City State Zip County

Update my address on file with the above address.

Veteran's Phone Number: 608-267-0403

Veteran's Social Security Number: xxx-xx-4567 DOB: 08/29/1927

Email Address: [ ]  
Email

Back Save Messages Add Document

**VBATS Form 1042 Discharge Viewing Procedure:**

- Log into VBATS at: <https://services.dva.state.wi.us/WDVALogin.aspx>.
- From the Main Menu choose Find an Applicant.
- Fill in the appropriate name, base file, or SSN and click Search for Applicant.
- If the veteran you’re searching for appears in the search results, click on the name.  
 If the veteran you’re searching for does not appear in the search results, then a discharge will not be available from within VBATS.
- Once you’re on the Applicant Detail Information page, click on the link View Service History.
- On the DD214 Listing page, below the document number, click on the Form 1042 link.

Veteran Information		
Veteran Information	Contact Information	
<b>Name:</b> LETS VETERANS <b>Base File #:</b> 122072 <b>Birth Date:</b> 08/29/1927	<b>Address:</b> 127 E. Oak St <b>City, State Zip:</b> Juneau, WI 53039-1329 <b>E-Mail:</b>	
DD214 Information		
Document #: 0224155	Entry Dt: 10/01/1969 Entry Loc: Service#: Branch: Navy Permanent Address: 1230 E RANDALL AVE APPLETON, WI 54411	Separation Dt: 09/21/1971 Separation Loc: Character: Honorable Pay Grade: E-3
Document #: 0642214 is scanned. Use <a href="#">Form 1042</a> for the veteran to authorize access.	Entry Dt: 10/01/1969 Entry Loc: Service#: Branch: Navy Permanent Address: 1230 E RANDALL AVE APPLETON, WI 54411	Separation Dt: 09/21/1971 Separation Loc: Character: Honorable Pay Grade: E-3

Note 1:



- If the discharge is not scanned, the discharge cannot immediately be viewed in VBATS.
- If you have a valid WDVA 1045 on file, or if you complete a new WDVA 1042, you can request to have the discharges scanned.
  - If none of the veteran’s discharges are scanned, you can use the “Request a Copy of DD214” button at the bottom of the page. You will be notified once the documents have been scanned and are available in VBATS.
  - If the veteran has a combination of scanned and unscanned discharges, you can send an email request to ***Madison.Records@dva.wisconsin.gov*** to have the unscanned documents scanned. Please include the base file number and document numbers. You will be notified once the documents have been scanned and are available in VBATS.

Note 2:

- If you have a form WDVA 1045 on file for the veteran that was completed within the past year, you will be able to access the discharge for the time remaining. You will also have the option to complete the form WDVA 1042 process.
7. Next, on the Form 1042 Signature Affirmation page click on the link [Create 1042 Signature Form](#). Print the form that is prefilled with the veteran’s information, and have the form signed by the veteran or the veteran’s duly authorized representative.


**Form 1042 Signature Affirmation**

[Create 1042 Signature Form](#)

Date Form 1042 was signed by the veteran on  /  /     
(MM/DD/YYYY)

Authorization is being given by  Veteran  
 Veteran’s Duly Authorized Representative

I have printed the generated WDVA Form 1042 and certify that the named veteran or veteran’s duly authorized representative has signed the Form 1042. I will maintain the signed document on file in accordance with my office’s records retention policies.

 Required

8. On the Form 1042 Signature Affirmation page, input the date the form WDVA 1042 was signed, check either Veteran or Veteran’s Duly Authorized Representative, and click the I Agree button.
9. Back on the DD214 Listing page, click on the document number link to view the discharge.

If you have any questions regarding the above process, please contact our Eligibility Unit Team Lead, Angela Reindl, at [angela.reindl@dva.wisconsin.gov](mailto:angela.reindl@dva.wisconsin.gov) or by phone at (608) 266-6783 or Bureau of Information Systems Senior, Alan Braker, at [alan.braker@dva.wisconsin.gov](mailto:alan.braker@dva.wisconsin.gov) or by phone at (608) 267-7330.