


How to Request an Official Personnel Folder (OPF) From National Personnel Records Center (NPRC) Using SF-127 Form

The following steps outline the process for uploading and completing the SF-127 form to request an Official Personnel Folder (OPF) from the National Personnel Records Center (NPRC).

Step 1: Download the SF-127 Form: <https://www.archives.gov/files/sf-127-202010503.pdf>.

Step 2: Complete Section 1 and Section 3 of the SF-127 Form. Double check all entries for accuracy and completeness.

REQUEST FOR OFFICIAL PERSONNEL FOLDER (SEPARATED EMPLOYEE)			1. DATE OF REQUEST	
SECTION I – TO BE COMPLETED BY REQUESTING PERSONNEL OFFICE				
2. CURRENT NAME (Last, first, middle)		NATIONAL ARCHIVES AND RECORDS ADMINISTRATION NATIONAL PERSONNEL RECORDS CENTER (Civilian Personnel Records) 1411 Boulder Boulevard Valmeyer, IL 62295-2603 Fax Number: (618) 935-3014		
3. DATE OF BIRTH (mm/dd/yyyy)				
4. SOCIAL SECURITY NUMBER				
ONE FORM IS REQUIRED FOR EACH FOLDER REQUESTED. REQUESTS MAY BE FAXED OR MAILED TO THE NATIONAL PERSONNEL RECORDS CENTER.				
5. PREVIOUS FEDERAL EMPLOYMENT				
AGENCY AND BUREAU		LOCATION	FROM	TO
6. REASON FOR REQUEST (Check appropriate box.)				
<input type="checkbox"/> a. Currently employed. <input type="checkbox"/> b. Temporary use. <input type="checkbox"/> c. Pre-employment consideration. Will retain folder if hired.				
7. Remarks				
SECTION III – TO BE COMPLETED BY REQUESTING PERSONNEL OFFICE				
FULL NAME OF REQUESTING AGENCY (INCLUDE SUB AGENCY)		NAME OF REQUESTER	TELEPHONE NO. (Include area code)	
			EXT	
AGENCY RECORD GROUP		AGENCY CHARGE ACCOUNT		
			Enter complete address to which folder or reply is to be mailed. Include ZIP Code.	
				

Step 3: Upload the prepared SF-127 to the subject employee eOPF (index as SF-127).

Step 4: Initiate transfer request from NPRC and select the SF-127 as part of the transfer requests.

When requesting records not in eOPF:

- **Option One:** Fax the completed SF-127 Form to one of NPRC's **new fax numbers 618-496-4903 or 4904.**
- **Option Two:** Email the completed SF-127 to cpr.center@nara.gov.
- **Option Three:** Mail the completed SF-127 as described on the form.

Important: Requests for eOPFs that are sent to NPRC **without** the SF-127 **will not** be honored by NPRC.