

# Oklahoma Military Bases Service Guide

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Serving Process on Oklahoma Military Installations  
SCRA Compliance · Base Contact Directory · Step-by-Step Procedures

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# Table of Contents

Right-click and select "Update Field" to refresh page numbers

<b>Oklahoma Military Bases.....</b>	<b>3</b>
<b>SCRA Requirements.....</b>	<b>4</b>
<b>DMDC Military Status Verification.....</b>	<b>4</b>
<b>Serving on Base: Step-by-Step Checklist.....</b>	<b>5</b>
<b>Special Considerations.....</b>	<b>5</b>
<b>Important Reminders.....</b>	<b>6</b>



## Oklahoma Military Bases

This guide covers the five major military installations in Oklahoma. Each base has its own rules for visitors and process servers. Always call ahead before visiting any installation.

Base	Location	Branch	JAG Phone	Visitor Policy Notes
Fort Sill	Lawton	Army	(580) 442-5058	Form 118a required. Call Visitor Welcome Center: (580) 442-9602. Background check needed.
Tinker AFB	Oklahoma City	Air Force	(405) 739-5811	72nd ABW/JA. Appointment required. Call base operator for visitor access.
Altus AFB	Altus	Air Force	Contact base operator	Pass and ID Office: (580) 481-6340. Valid ID required. Mon-Fri 0600-1700.
Vance AFB	Enid	Air Force	(580) 213-7404	Building 500, 246 Brown Parkway. Call ahead for visitor procedures.
McAlester Army Ammo Plant	McAlester	Army	918-420-6439	Base operator: 918-420-6591. Weapons facility -- access restricted. Call PAO first.

*Note: Verify all phone numbers with the court before relying on them. Base policies change frequently.*



## Servicemembers Civil Relief Act (SCRA) Requirements

The SCRA is a federal law. It applies in all Oklahoma courts. The law protects active-duty service members in civil legal matters. You must follow these rules before taking action against a service member.

Requirement	Statute	What It Means
Military affidavit required before default judgment	50 U.S.C. § 3931	You must file a sworn statement confirming the defendant's military status before the court can enter a default judgment.
90-day stay of proceedings	§ 3931(d)	A court must pause the case for at least 90 days if the defendant is on active duty and their ability to appear is affected by military service.
Court must appoint attorney	§ 3931(b)(2)	When a defendant cannot appear due to military service, the court must appoint an attorney to represent their interests.
Reopening default judgments	§ 3931(g)	A service member may ask the court to reopen a default judgment entered while they were on active duty, within 90 days of release from service.

## DMDC Military Status Verification

Before filing any case involving a service member, verify their military status. The Department of Defense provides a free online tool for this purpose.

Item	Details
Website	<a href="https://scra.dmdc.osd.mil">https://scra.dmdc.osd.mil</a>
What you need	Social Security Number and last name of the service member
Cost	Free -- no fee for status verification



Item	Details
Alternative method	Contact the Department of Defense manually for verification if online access is not available
Best practice	Print and save the verification report for your court file



## Serving on Base: Step-by-Step Checklist

Follow this checklist every time you need to serve process on a military installation in Oklahoma. Each step helps ensure lawful and effective service.

- Verify military status via DMDC at <https://scra.dmdc.osd.mil> before proceeding
- Contact the base JAG office for guidance on service procedures
- Check base visitor requirements and complete any required forms
- Coordinate with military police or security forces before arriving
- File a military affidavit with the court before requesting default judgment
- Allow extra time for on-base service -- security checks may cause delays
- Consider requesting an SCRA stay if the defendant is deployed

## Special Considerations

Different situations require different approaches. Use this table to determine the right steps for your case.

Situation	Action Required
Service member is deployed	Request an SCRA stay. Do not attempt service until they return or the stay is lifted.
Service member lives on base	Coordinate with base authorities. You may need an escort. Follow all visitor rules.
Service member lives off base	Standard service methods apply. No special base access needed.
Military status is unknown	Run a DMDC check before proceeding. File the results with the court.
Service member is on active duty training only	Verify length of orders. SCRA protections may still apply. Consult the court.



Situation	Action Required
Base denies entry for service	Contact the JAG office. Alternative service methods may be available.



## Important Reminders

### Before You Serve

Always call the base before you visit. Each base has its own security rules. Bring valid photo identification. Be prepared for vehicle searches. Allow extra time for security screening.

### What to Bring

- Valid government-issued photo ID
- Copy of the papers you need to serve
- Proof of DMDC military status verification
- Court-issued service authorization (if required)
- Completed base visitor forms (if required by the installation)

### Key Phone Numbers

Fort Sill JAG: (580) 442-5058 | Tinker AFB JAG: (405) 739-5811 | Vance AFB JAG: (580) 213-7404

Altus AFB Pass & ID: (580) 481-6340 | McAlester AAP: 918-420-6591 (base operator)

### Next Review

This guide will be reviewed on October 20, 2026. Base contact information and policies change regularly. Verify all details with the installation before visiting.

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#### Disclaimer

Not a law firm. This document provides procedural information only. It is not legal advice. Verify all contact information and policies with the military installation or court before relying on this information.

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