



## Request for Information held on the Personnel Records of Deceased Service Personnel

### Application Form Part 1 for General Enquirers



\* If you are the immediate Next of Kin or are able to provide the consent of the immediate Next of Kin you should make your application on the Application Form Part 1 for Next of Kin or Enquirers with the Consent of Next of Kin. A link can be found on the Service Records Information page.

**Note that if you are not the immediate Next of Kin or do not have the consent of the Next of Kin\*** then for a period of 25 years following the date of death the only information that will be disclosed to you is **surname; forename; rank; service number; regiment/corps; place of birth; age; date of birth; date of death where this occurred in service; the date an individual joined the service, the date of leaving; good conduct medals (i.e. Long Service and Good Conduct Medal (LS&GCM)), and any orders of chivalry and gallantry medals (decorations of valour) awarded, some of which may have been announced in the London Gazette.**

After this period the following information will also be disclosed, **the units in which he/she served, the dates of this service and the locations of those units; the ranks in which the service was carried out and details of WWII campaign medals.**

#### APPLICANT DETAILS

Forenames / First names (*In Full*)

Surname / Family name  
(*Block Capitals*)

Signature

Full Address including post code

Telephone No (optional)

e-mail address (optional)

Date of Application

- **Unless the individual died in Service, you are required to provide a copy of a death certificate as proof of death before a request can be accepted.**  
However, if the date of birth of the individual was more than 116 years ago, the requirement to provide a death certificate will be waived.
- There is an administration fee of £30.00 per record requested for provision of this service.

- The information that is held on individuals varies, and until the search has been undertaken there is no way of knowing what information is held. In a small number of cases no information is found. If a search is unsuccessful we are unable to refund payment.

---

**Please now complete one of the Service-specific search forms (Application Part 2) and provide details to enable a search to be made.** The relevant Service-specific form can be downloaded and printed from the link on the Service Records Information page.

When complete send both Application Part 1 (this form) and Application Part 2 (Service-specific search form) to the address provided on the Service-specific search form.

**You must also include:**

- i. **Payment [Cheque for £30 (Sterling) per record requested].**
  - Cheques should be made payable to "The MOD Accounting Officer" when searches of the RN/RM or Army service records are requested.
  - For searches of RAF records, cheques should be made payable to "HMG Sub Account 3627".

**Please note that payments are not refundable.**

- i. **A copy of the death certificate of the person whose record you seek.**

The personal data that you have provided in this form will be used only for the purposes of processing your request for information by the relevant branch of MOD; this form will be retained for 2 years and then destroyed.

By signing this form you are confirming that you understand the above and that you agree that your personal data can be used as stated.