



Ministry
of Defence

**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 campaign medals awarded.**

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. In some circumstances, MOD may contact you if a death certificate is required.
- 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 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 a minimum of 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. We recommend that you read the MOD's [Personal Information Charter](#) and the [MOD's Privacy Notice](#) in full as they provide more detail on how we manage personal data.