



Ministry
of Defence

Request for Information held on RAF Casualty Files 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 (RAF Casualty File) Part 1 for Next of Kin or Enquirers with the Consent of Next of Kin.

Note that if you are not the immediate Next of Kin or do not have the consent of the Next of Kin* the information that generally will be disclosed to you is:

Aircraft Type, Squadron Number, Take Off details, Target, Destination or Patrol Area, Bomb Load (where applicable) any Special Equipment Carried (where not classified), Names Of Crew, Cause Of Loss, Crash Location Details Of Burial (original burial site if not field grave and CWGC grave where applicable)

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

- **When requesting casualty information about an individual, unless the individual died in Service, you are required to provide a copy of a death certificate as proof of death before a request for casualty information 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 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 some cases, no information is found. If a search is unsuccessful we are unable to refund payment.

Please now complete Application Part 2 (Search Form) and provide details to enable a search to be made.

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

You must also include:

i. Payment [Cheque for £30 (Sterling) per record].

- **Cheques should be made payable to "The Accounting Officer MOD"**

Please note that payments are not refundable.

i. A copy of the death certificate of the person whose casualty information 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.

The application should be sent to the following address:

**The Air Historical Branch (RAF)
Bentley Priory Building
RAF Northolt
West End Road
Ruislip
Middlesex
HA4 6NG**

SEARCH DOCUMENT

Application Part 2 – RAF Casualty File

It is **essential** that you complete this form as fully and accurately as possible.

When this form has been completed it should be returned (with the to the address below:

The Air Historical Branch, Bentley Priory Building, RAF Northolt, West End Road, Ruislip, Middlesex HA4 6NG

DETAILS OF DECEASED SERVICEMAN/WOMAN

Surname	
Full Forenames	
Official Service Number	
National Insurance Number	
Date(s) of casualty occurring or aircraft loss	
Date of Birth	
Any other information (i.e. that may help identify the RAF Casualty File e.g. aircraft type)	

You must include:

- a. The Application Part 1 (general enquirers form) **or** if you are the immediate next of kin or applying with the consent of the Application Part 1 (next of kin form).
- b. A copy of the serviceman's/woman's Death Certificate if he/she died following discharge from the service.
- c. If you are **NOT** a crew member, the spouse or civil partner of a crew member, a child of a crew member, (or parent or sibling of the crew member if no spouse, partner or children) at the time of death for which the administration fee is waived, you must include an administration payment [Cheque for £30 (Sterling) per record requested] made payable to '**MOD Accounting Officer**'.