Ministry of Defence

ANNEX A: REQUEST FOR PERMISSION TO USE A MOD INSIGNIA ON A PRIVATE MEMORIAL

Please write in Black Ink in **Block Capital Letters**.

*Mandatory fields must be completed

REQUESTOR DETAILS

Please provide the following contact details.

**Ideally, an email address should be provided particularly when a request is being made from outside the United Kingdom

FORENAME(S)*

SURNAME*

ADDRESS

HOUSE NUMBER*

STREET*

TOWN*

COUNTY*

COUNTRY*

POST CODE*

TELEPHONE *

EMAIL ADDRESS**

THE DECEASED DETAILS

Please provide the following details of the deceased for whom the request is being made.

Completion of fields marked *** are not essential but may speed up the approval process.

www.gov.uk/get-copy-military-service-records/overview provides information on obtaining copies of military service records.

If you possess any documents that confirm the deceased's military service, such as a discharge certificate or record of service, please forward a copy with your application.

FORENAME(S)*	
SURNAME*	
PREVIOUS SURNAME(S)	
SERVICE*	
REGIMENT/UNIT	
RANK***	
SERVICE NUMBER***	
DATES OF SERVICE*** (Approximate)	

MEMORIAL DETAILS

CEMETERY NAME*	
STREET*	
TOWN*	
COUNTY*	
COUNTRY*	
POST CODE*	

MOD INSIGNIA REQUESTED*

Please check the Use of MoD Insignia on Private Memorials booklet for advice on the crests the MoD will issue.

MEMORIAL SUPPLIER

If known, the name and address of the company or tradesperson who will be recreating the Crest or Unit Badge.

BUSINESS/COMPANY NAME	
BUILDING NUMBER	
STREET	
TOWN	
COUNTY	
COUNTRY	
POST CODE	
TELEPHONE	
EMAIL ADDRESS	

NEXT STEPS

Email this Form to: dbs-jcccgroupmailbox@mod.gov.uk

Or Post to: DBS, JCCC Graves Casework, G35, Innsworth House, Imjin Barracks, Gloucester. GL3 1HW.

INTERNAL USE ONLY

FILE REFERENCE	
CASE OFFICER	
DATE ACTIONED	
NON-STANDARD REQUEST	☐